Microsoft®

Getting Started Microsoft® Windows® 98

Second Edition

For distribution with a new PC only.
For product support, contact the manufacturer of your PC.

Getting Started

Microsoft® Windows® 98

Second Edition

Microsoft Corporation

Information in this document is subject to change without notice. Companies, names, and data used in examples herein are fictitious unless otherwise noted. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Microsoft Corporation.

© 1998-1999 Microsoft Corporation. All rights reserved.
Microsoft products are licensed to OEMs by Microsoft Licensing Inc., a wholly owned subsidiary of Microsoft Corporation.

Microsoft, Active Desktop, ActiveX, DirectX, DriveSpace, MS-DOS, MSN, Outlook, NetMeeting, NetShow, Windows, and Windows NT are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Microsoft may have patents or pending patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. The furnishing of this document does not give you any license to these patents, trademarks, copyrights, or other intellectual property rights except as expressly provided in any written license agreement from Microsoft.

Excite and the Excite Logo are trademarks of Excite, Inc., and may be registered in various jurisdictions. Excite screen display copyright 1995-1997 Excite, Inc.
Copyright 1998 Lycos, Inc. Lycos® is a registered trademark of Carnegie Mellon University.
Portions of PCCard support copyright 1993 SystemSoft Corporation. All rights reserved.

Text and artwork copyright © 1998 by YAHOO! INC. All rights reserved.
YAHOO! and the YAHOO! logo are trademarks of YAHOO! INC.

Other product and company names mentioned herein may be the trademarks of their respective owners.

Document No. X05-31167
Printed in Italy
By G362-06

FDRX05-31176/0101

Contents

Preface ..... **vii**
How to Use *Getting Started* vii
Conventions vii
If Windows Looks or Acts Differently viii

Chapter 1 Welcome **1**
Windows 98 at a Glance 1
Where to Find Information 3
Resources Included with Windows 98 3
Online Tutorial: Discover Windows 98 3
Windows Help 4
Getting Started Online Version 6
Readme Documents 6
Troubleshooters 6
Additional Resources 6
Windows 98 Web Site 6
Support Online Web Site 6
Windows Update Web Site 7
Hardware Compatibility List 7
Microsoft Press Books and Kits 7
If You're New to Windows 8
If You've Used Windows Before 9
What's New Since Windows 95 9
Easier Access to the Internet 9
Web Integration 11
Easier-to-Use Desktop 13
Home Networking 14
More Powerful Searching 14
More Entertaining 15
More Reliable 16
Latest Hardware Innovations 17
New Tools 17
New Ways to Communicate 18
What's Changed Since Windows 3.1 19
Program Manager 19
Run Command 19

File Manager 20
Control Panel 20
Print Manager 20
MS-DOS Prompt 20
Window Control Buttons 21

Chapter 2 Installing Windows 98 23
Before You Begin 23
Running Windows 98 Setup 24
Upgrading from Windows 95 25
Upgrading from Windows 3.1 26
Performing a New Installation 26
Selecting Setup Options 27
Logging On to Windows 98 29
Registering Your Copy of Windows 98 30

Chapter 3 Using Your Desktop 31
What Is the Desktop? 31
Welcome to Windows 98 32
Exploring Your Computer 33
Taskbar and Start Button 33
My Computer 35
Windows Explorer 36
Network Neighborhood 37
Getting Your Work Done 38
Working with Programs 38
Adding and Removing Programs 38
Starting and Quitting Programs 39
Managing Files and Folders 40
Creating Folders 41
Finding Files and Folders 41
Opening Files and Folders 42
Renaming Files and Folders 42
Copying and Moving Files and Folders 43
Working with Frequently Used Files and Folders 43
Deleting Files and Folders 45
Shutting Down Your Computer 46

Chapter 4 Customizing Your Desktop 47
Choosing a Desktop Style 48
Working in Web Style 48

Working in Windows 95 Classic Style 50
Choosing Custom Settings 51
Adding Browsing Tools 52
Using Toolbars 52
Using Explorer Bars 54
Delivering Web Content to Your Desktop 56
Using the Active Desktop 56
Displaying Web Content in Individual Windows 59
Reading and Updating Web Content Offline 60
Reading Web content offline 60
Setting Up Offline Favorites 60
Watching TV on Your Computer 62
Personalizing Your Desktop Display 63
Customizing the Desktop for Multiple Users 64
Customizing the Start Menu and the Taskbar 65
Using Multiple Monitors 66

Chapter 5 Using the Internet 67
Internet Basics 68
Connecting to the Internet 69
Selecting Options in the Internet Connection Wizard 70
Connecting Through a Modem 70
Connecting Through a Network 70
Setting Up Your E-mail Account 71
Exploring the Internet 71

Chapter 6 Advanced Issues 73
Using Troubleshooters 74
Maintaining Your Computer 75
Backing Up Your Files 75
Backing Up Files Before Installing Windows 98 75
Backing Up Files After Installing Windows 98 77
Using the Startup Disk 78
Uninstalling Windows 98 79
Using the FAT32 File System 80
Understanding How Information Is Stored 80
Converting to FAT32 81
Defragmenting Your Hard Disk 82
Using Your Computer on a Network 83
Introducing Home Networking 83
Setting Up a Home Network 84

Connecting to a Local or Wide Area Network ... 86
Sharing Folders and Printers ... 87
Using Dial-Up Networking ... 90
Configuring Your Internet Connection Manually ... 92
Changing Your Internet Protocol ... 92
Entering Your IP Address Manually ... 92
Entering Your DNS Address Manually ... 93
Logging On Manually to an ISP ... 93
Printing ... 94
Setting Up a Printer ... 94
Determining the Default Printer ... 95
Printing a Document ... 95
Frequently Asked Questions ... 95
Printing ... 95
Desktop Options ... 96
The Internet ... 97
General Issues ... 97

Appendix A Using a Mouse ... 99
Pointing and Clicking ... 100
Dragging ... 101

Appendix B Accessibility for People with Disabilities ... 103
Technical Support for Individuals Who Are Deaf or Hard-of-Hearing ... 104
Windows Accessibility Features ... 104
Customizing Windows ... 106
Documentation in More Accessible Formats ... 107
Getting More Accessibility Information ... 107
Keyboard Shortcuts ... 108
Accessibility Shortcut Keys ... 108
General Windows Keys ... 108
For the Desktop, My Computer, and Windows Explorer ... 109
For My Computer and Windows Explorer Only ... 110
For Windows Explorer Only ... 110
For Dialog Boxes ... 111
For Internet Explorer Only ... 112

Glossary ... 113

Index ... 119

Preface

Getting Started introduces you to Microsoft® Windows® 98 and helps you get the operating system up and running right away. In addition to learning how to install Windows 98, you learn how to use the desktop and you find out about new features. You also get information about advanced issues, such as connecting to a network, and find answers to commonly asked questions.

How to Use *Getting Started*

Whether you're already familiar with or new to an operating system such as Windows 98, you can find useful information in the *Getting Started* book. You can navigate this book several ways: you can complete the chapters sequentially, you can use the chapter-opening outlines to find the topics you want, and you can look up terms in the index to go directly to the information you want.

The following table is a guide to using this book.

If you are	Read
New to computers	Appendix A, "Using a Mouse" Chapter 3, "Using Your Desktop"
New to Windows 98	Chapter 1, "Welcome" Chapter 2, "Installing Windows 98" Chapter 3, "Using Your Desktop" Chapter 4, "Customizing Your Desktop"
Installing Windows 98	Chapter 2, "Installing Windows 98"
New to the Internet	Chapter 1, "Welcome" Chapter 5, "Using the Internet"
Customizing the desktop	Chapter 4, "Customizing Your Desktop"
Configuring hardware	Chapter 6, "Advanced Issues"

Conventions

In Windows 98, there are usually several ways to perform a task. For example, if you want to copy a file, you can:

- Click the Copy command on the Edit menu.
- Click the Copy toolbar button.
- Click and drag the file by using the right mouse button.

For simplicity and consistency, this book describes the menu method of performing tasks.Other conventions used in this book are listed in the following table.

Convention	Meaning
Bold	In procedures, indicates text that you type or the name of a screen object (such as a menu or button).
Italic	Indicates a glossary term.
Double-click	Refers to quickly clicking the primary mouse button (usually the left mouse button) twice. If you're using the single-click option, you should click only once when documentation tells you to double-click.
Right-click	Refers to clicking the secondary mouse button (usually the right mouse button) once. Right-clicking opens a shortcut menu.

The following table identifies symbols and margin icons.

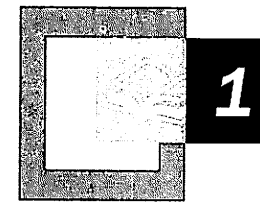
Icon	Meaning
▶	Identifies a procedure.
	Indicates a reference to additional information.

If Windows Looks or Acts Differently

Because Windows 98 is customizable, what appears on your screen may vary slightly from illustrations in this book. You may also notice slight differences in how Windows 98 responds—for example, whether you single-click or double-click to perform tasks.

CHAPTER 1

Welcome



Welcome to the Microsoft Windows 98 operating system. Working in Windows is more fun and productive than ever. The World Wide Web is easily accessible from anywhere in Windows. Enhancements to the desktop, taskbar, and Start menu help you open shortcuts and programs quickly. New features help you work faster and more efficiently, while the new design of Windows 98 makes it the most customizable, usable version of Windows yet.

Contents

Windows 98 at a Glance
Where to Find Information
  Resources Included with Windows 98
  Additional Resources
If You're New to Windows
If You've Used Windows Before
  What's New Since Windows 95
  What's Changed Since Windows 3.1

Windows 98 at a Glance

Windows is now easier to use, more reliable, and more entertaining than ever. Many of the exciting Windows 98 features are summarized below. For more detailed information about these features and others, see "If You've Used Windows Before," later in this chapter.

Easier to Use

Navigating around your computer is easier than ever, thanks to *desktop* options such as single-clicking to open files and the addition of Browse buttons in every window. You can now use multiple monitors with a single computer, dramatically increasing the size of your workspace. Installing new hardware is easy because Windows 98 supports the *Universal Serial Bus (USB)* standard, allowing you to plug in new hardware and use it immediately—without restarting your computer.

With Windows 98, you can also use digital cameras and other digital imaging devices.

More Reliable

You can use the Support Online Web site for answers to common questions and to keep your copy of Windows up-to-date. Windows 98 tools can help you regularly test your hard disk and check your system files—and even automatically fix some problems. The troubleshooters and the Dr. Watson diagnostic tool also help you solve computer problems.

Faster

Windows and programs open faster than ever before. By using the Maintenance wizard, you can easily improve your computer's speed and efficiency. The power management feature allows newer computers to go into hibernation mode and awaken instantly, instead of requiring you to shut down and restart your computer. Also, you can use the FAT32 *file system* to store files more efficiently and save hard disk space.

True Web Integration

Using the *World Wide Web* is easier—and faster—than ever. The Internet Connection wizard makes connecting to the Web simple. Using the Web-style *Active Desktop*™, you can view Web pages in any window—you can even make your favorite Web page your desktop wallpaper. In Microsoft Outlook® Express, you can send e-mail and post messages to Internet newsgroups. Using Microsoft NetMeeting®, you can collaborate on documents and hold conferences over the Internet. Using Microsoft Windows Media Player, you can play live "streaming" media—again, over the Internet.

More Entertaining

Windows 98 supports *DVD*, digital audio, and *VRML*, so you can play high-quality digital movies and audio on your computer, as well as see the full effect of Web pages that use virtual reality features. You can also watch television broadcasts and check TV program listings by using Microsoft WebTV™ for Windows.

You can dramatically change the look and sound of your desktop by applying a theme. Several themes are included with Windows 98. Each desktop theme includes unique *wallpaper*, screen savers, 3-D icons, sounds, fonts, color schemes, and mouse pointers.

Where to Find Information

Whether you're new to Windows or upgrading from a previous version, the following resources can help you get the most out of Windows 98.

Resources Included with Windows 98

If you have a specific question about a feature or procedure or want general information, try the following resources, all of which are part of the Windows 98 package.

Online Tutorial: Discover Windows 98

No matter how familiar you are with computers or with Windows, you'll find the interactive Discover Windows 98 tutorial helpful.

Note The Discover Windows 98 tutorial may not be installed in your copy of Windows 98. Your computer manufacturer may have deleted, modified, or replaced the Discover Windows 98 tutorial described in this section.

If you're new to computers, the "Computer Essentials" section is a good place to start. It discusses basic mouse, keyboard, and desktop use. If you've used computers—but not Windows 95 or Windows 98—start with "Windows 98 Overview." And if you've used Windows 95, "What's New" is a helpful introduction to the new features in Windows 98. For information about Microsoft Press® training materials and valuable Web sites, you'll want to explore "Additional Resources."

Note The following procedure assumes that you know how to operate your mouse. For information about using your mouse, see Appendix A, "Using a Mouse."

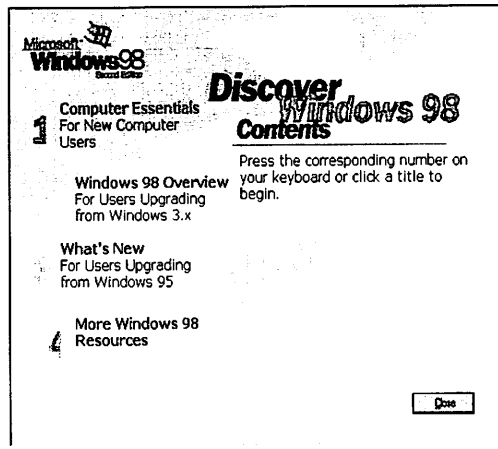
▶ **To start the Discover Windows 98 online tutorial**

1. Click the **Start** button, and then click **Run**.

   The Run dialog box appears.

2. In the **Open** box, type **tour98** and then click **OK**.

   The Discover Windows 98 contents appear.


Microsoft Windows 98
Discover Windows 98
Contents
1 Computer Essentials For New Computer Users
Windows 98 Overview For Users Upgrading from Windows 3.x
What's New For Users Upgrading from Windows 95
4 More Windows 98 Resources
Press the corresponding number on your keyboard or click a title to begin.
Close

3. Click a section name or on your keyboard, press the corresponding number.

   The selected section starts.

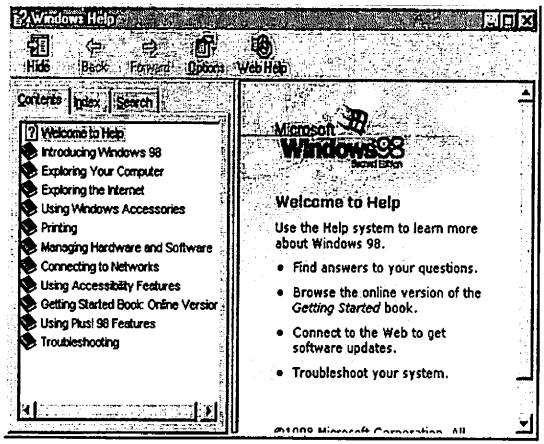
Windows Help

Windows Help is your principal source of information about Windows 98. Always available from the Start button, Help provides you with *links* to the online version of this book, the online tutorial, the troubleshooters, the Readme files, and the Web-based resources. More importantly, Help describes how to perform a wide variety of tasks—from setting up a printer to connecting to the Internet.

▶ To open Windows Help

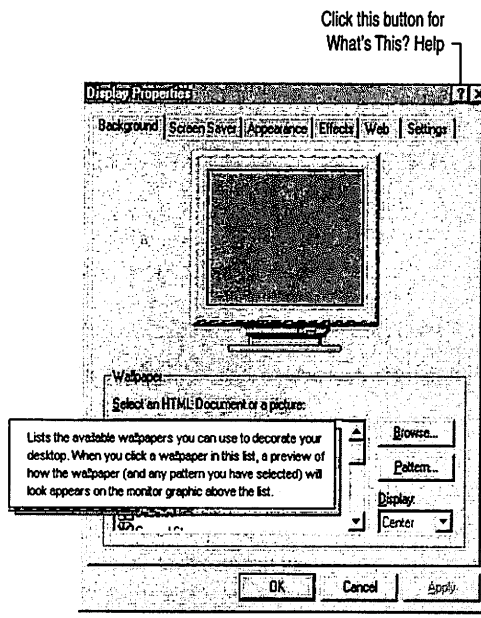
- Click the **Start** button, and then click **Help**.

  The Windows Help window appears.



Each tab helps you locate information in a different way. Use the Contents tab to locate topics, the Index tab to look up keywords, and the Search tab to search for text.

You can also get help in a *dialog box* by clicking the question-mark button on the title bar and then clicking the area of the dialog box about which you want information.


Click this button for What's This? Help
Display Properties
Background
Screen Saver
Appearance
Effects
Web
Settings
Wallpaper
Select an HTML Document or a picture:
Lists the available wallpapers you can use to decorate your desktop. When you click a wallpaper in this list, a preview of how the wallpaper (and any pattern you have selected) will look appears on the monitor graphic above the list.
Browse...
Pattern...
Display:
Center
OK
Cancel
Apply

Getting Started Online Version

An online copy of this book is available from the Contents tab in Windows Help.

Readme Documents

Readme documents contain late-breaking information that was unavailable when *Getting Started* and Windows Help were written.

▶ **To view Readme documents**

1. Click the **Start** button, and then click **Run**.

   The Run dialog box appears.

2. In the **Open** box, type **readme.htm** and then click **OK**.

   The Readme browsing page appears.

Troubleshooters

Having a problem? Windows 98 includes a wide range of helpful troubleshooters that assist you with many common computer problems. For instance, if you're having difficulty setting up a new printer, the Print troubleshooter can walk you through the process step by step. Troubleshooters are available through the Contents tab in Windows Help, and they're constantly updated and supplemented on the Support Online Web site. You can connect to Support Online by clicking the Web Help button in Windows Help or by connecting to:

`http://support.microsoft.com/support/`

Additional Resources

Several Microsoft resources provide more information about Windows 98.

If you want to visit World Wide Web sites, your computer must be connected to the Internet. For more information about connecting to the Internet, see "Connecting to the Internet" in Chapter 5, "Using the Internet."

Windows 98 Web Site

For general information about Windows 98, visit the Windows 98 Web site at:

`http://www.microsoft.com/windows98`

Support Online Web Site

Use the Support Online Web site to find answers to technical questions about Windows 98. Just type in your question. This interactive site does the rest of the work for you, gathering resources most likely to solve your problem, such as technical articles from the Microsoft Knowledge Base, troubleshooting tools,

patches you can download, drivers, and so on. You can connect to Support Online by clicking the Web Help button in Windows Help or by connecting to:

```
http://support.microsoft.com/support/
```

Windows Update Web Site

On the Windows Update Web site, you'll find product enhancements such as service packs, system files, device drivers, and new features. To visit the Windows Update Web site, click Start, and then click Windows Update.

Hardware Compatibility List

For a list of hardware that's compatible with Windows 98, visit the following Web address:

```
http://www.microsoft.com/windows/compatible
```

Microsoft Press Books and Kits

Microsoft Press books and kits provide everything users, technicians, and *network* administrators need to get the most out of Windows products. The following Windows 98 training resources are available through Microsoft Press.

Tutorials

- *Microsoft® Windows® 98 Starts Here*™—multimedia training that uses the actual operating system, not a simulation. (ISBN number: 1-57231-698-5)
- *Quick Course® in Microsoft® Windows® 98*—software training for people in a hurry. (ISBN number: 1-57231-742-6)
- *Microsoft® Windows® 98 Step by Step*—procedural, self-paced training. (ISBN number: 1-57231-683-7)
- *Microsoft® Windows® 98 Training Kit*—hands-on training for Microsoft Certified Software Engineers, network administrators, and support technicians. (ISBN number: 1-57231-730-2)

User Guides and References

- *Microsoft® Windows® 98 At a Glance*—easy, visual information, just when you need it. (ISBN number: 1-57231-631-4)
- *Microsoft® Windows® 98 Companion*—Windows 98 from the ground up for beginning to intermediate users. (ISBN number: 1-57231-931-3)
- *Microsoft® Windows® 98 Field Guide*—compact quick reference, ideal for laptop users. (ISBN number: 1-57231-684-5)
- *Running Microsoft® Windows® 98*—comprehensive user guide and reference. (ISBN number: 1-57231-681-0)

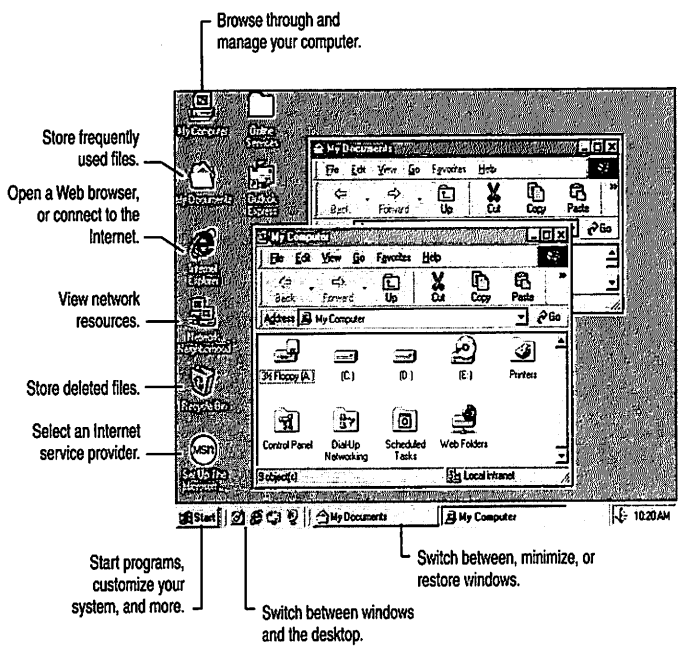
- *Microsoft® Windows® 98 Resource Kit*—the authoritative technical guide professionals need to plan for, configure, and support Windows 98. (ISBN number: 1-57231-644-6)

For more information about these and other training resources, visit the Microsoft Press Web site at:

`http://mspress.microsoft.com/`

If You're New to Windows

Even if you're new to Windows, it's easy to get started. The following illustration introduces the basic elements of the Windows 98 desktop. The desktop is the workspace that appears on your screen. You use your desktop for almost any task: opening programs, copying files, connecting to the Internet, reading your *e-mail,* and so on. What you see on your desktop varies depending on how Windows 98 is set up on your computer.


Browse through and manage your computer.
Store frequently used files.
Open a Web browser, or connect to the Internet.
View network resources.
Store deleted files.
Select an Internet service provider.
Start programs, customize your system, and more.
Switch between windows and the desktop.
Switch between, minimize, or restore windows.

Windows 98 includes the Discover Windows 98 online tutorial, which teaches you about Windows basics such as using the desktop. For more information about taking the online tutorial, see "Additional Resources," earlier in this chapter.

As you start working in Windows 98, you may want to customize your desktop to suit your work habits and preferences. For more information about working on the desktop, see Chapter 3, "Using Your Desktop." For more information about customizing the desktop, see Chapter 4, "Customizing Your Desktop."

If You've Used Windows Before

If you're familiar with previous versions of Windows, you'll immediately notice that some familiar elements have changed.

What's New Since Windows 95

If you're already working in Windows 95, the transition to Windows 98 is smooth. Windows 98 refines the look and design of Windows 95 to make it easier for you to work, and the new interface provides quicker access to the Internet than ever before.

For more detailed information about any Windows 98 feature, see Windows Help.

Easier Access to the Internet

Using Windows 98, connecting to the Internet is simple—all of the tools you need are right at hand.

- **Get connected to the Internet in minutes.**

  If your computer isn't already connected to the Internet, the Connect to the Internet icon appears on your desktop. Simply double-click this icon, and the Internet Connection wizard guides you through choosing an *Internet service provider (ISP)* and installing any necessary software.

- **Browse the Internet using the latest technology.**

  Experience the advanced technology available on the World Wide Web, including live multimedia and full support for *ActiveX*® and other interactive content.

- **Type Internet addresses anywhere.**

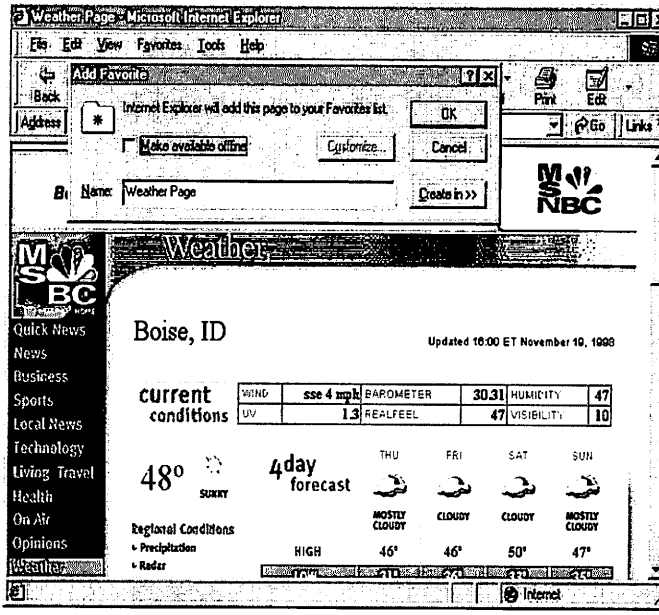
  You can get to the Internet from any window in Windows 98 or even from the *taskbar*—all you have to do is type an address in the *Address Bar*.

- **Show Web pages on the Active Desktop.**

  You can now customize your desktop by using a Web page, or any other *HTML* document, as wallpaper.

- **Save time and money by reading offline.**

  To save on Internet connection expenses, you can make Web pages available offline, so that you can disconnect from the Internet and read the pages at your leisure. Offline pages are stored on your computer, but you can schedule times for Windows 98 to automatically synchronize the site and notify you when the site is updated.

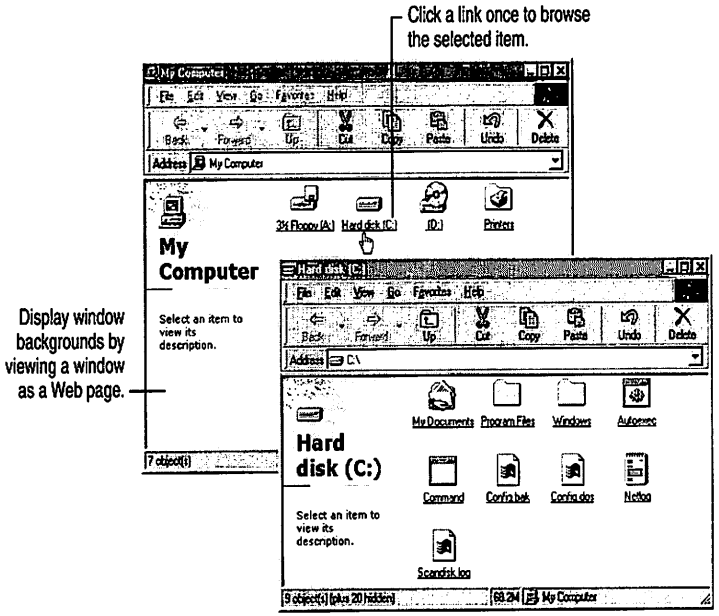


Web Integration

With Windows 98, you can use your computer as effortlessly as you use the World Wide Web.

- **Browse your computer contents.**

  Now you can browse your computer contents the same way you surf Web sites. In Windows 98, the *toolbar* in each window includes Forward and Back buttons. You click these buttons to navigate back and forth through folders, documents, and Web sites. Also, using the single-click option, you can open files and folders by single-clicking their icons—even if your computer isn't connected to the Internet. For information about selecting click options, see Chapter 4, "Customizing Your Desktop."


Click a link once to browse the selected item.
Display window backgrounds by viewing a window as a Web page.
My Computer
Select an item to view its description.
Hard disk (C:)
Select an item to view its description.

- **Use a Web page as a window background.**

  By using a Web page or other HTML document as a background in individual windows, you can create a far more functional workspace, providing links to any external or internal Web site. For example, you and your co-workers can use the same Web page as a folder background. On this background, you can display shared documents, group announcements, and any other Web page.

Easier-to-Use Desktop

The improved Windows 98 desktop is designed for easy performance of everyday tasks and for complete Internet integration.

- **Open programs quickly from the taskbar.**

  Now you can add one or more customizable toolbars to the taskbar for quick single-click access to the Web and your desktop. For example, using the Quick Launch toolbar on the taskbar, you can open an Internet Explorer window or read your e-mail from the desktop. By adding an Address Bar, you can quickly go to a Web page by typing the address.

Click the Show Desktop button to switch between your desktop and windows.

- **Easily open your favorite files and Web pages.**

  The addition of a Favorites folder to the Start menu means that you can quickly get to frequently used Web sites, documents, and folders.

Home Networking

If you have two or more computers in your home, you can create your own home network. Windows 98 provides support for sharing resources and an Internet connection in your home network.

- **Share resources among your computers.**

  Using the file and printer sharing services included in Windows 98, you can set up two or more computers in your home network to use just one printer. You can also share data files among computers. This means, for example, that you can use an older computer to access files stored on a newer computer—perhaps one with a larger hard disk.

- **Share an Internet connection.**

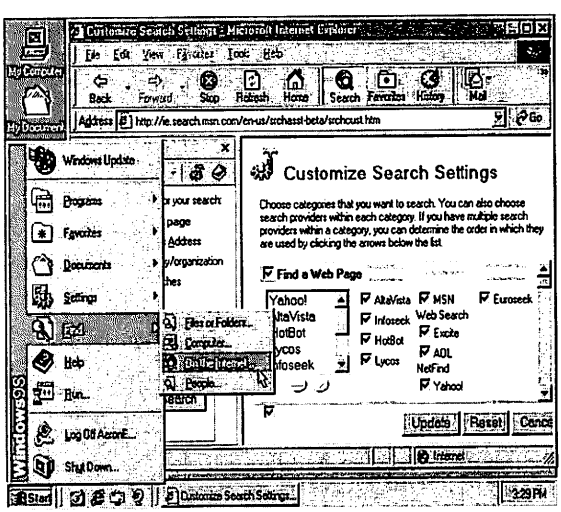
  Use Internet Connection Sharing to allow two or more computers in your home network to simultaneously access the Internet through the same Internet connection. For connecting multiple computers to the Internet through a single Internet connection, use a Windows 98 computer with the Internet Connection Sharing service installed. Other computers on your home network can then access the Internet through the connection on the computer with Internet Connection Sharing.

More Powerful Searching

You can easily look for the file or information you want, whether it's on your computer, on a network, or on the Internet.

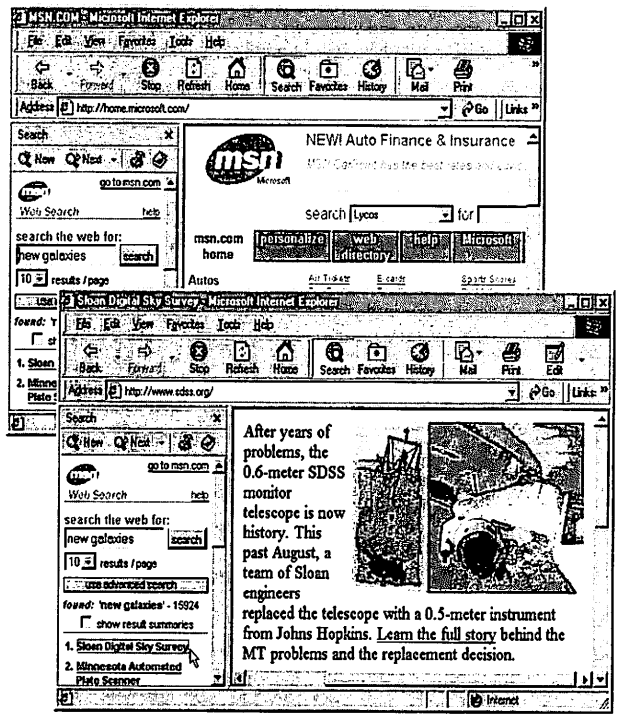
- **Find the specific information you want.**

  In addition to locating files on your computer and on other computers, the enhanced Find feature can now locate content on the Internet.


Customize Search Settings - Microsoft Internet Explorer
Customize Search Settings
Choose categories that you want to search. You can also choose search providers within each category. If you have multiple search providers within a category, you can determine the order in which they are used by clicking the arrows below the list.
Find a Web Page
Windows Update
Programs
Favorites
Documents
Settings
Find
Help
Run...
Log Off Aaron...
Shut Down...
Windows98
Start
Customize Search Settings...
3:29 PM

- **Use Internet search engines in any window.**

  You can search for and browse Web pages in a single window. When you display the Search *Explorer Bar*, the window splits into two frames. The left frame always displays the current *search engine* and the search results to which you can *jump*. If you click a link in the left frame, the page appears in the right frame. You don't have to click the Back button to return to the search engine, because it's always displayed in the left frame.


NEW! Auto Finance & Insurance
search the web for:
new galaxies
search
After years of problems, the 0.6-meter SDSS monitor telescope is now history. This past August, a team of Sloan engineers replaced the telescope with a 0.5-meter instrument from Johns Hopkins. Learn the full story behind the MT problems and the replacement decision.

More Entertaining

Windows 98 makes multimedia entertainment readily available to you. Video, audio, animated, and virtual reality media play faster and at a higher quality than ever before. Windows 98 supports Intel® MMX technology and brings the latest multimedia technology and programming—standard and cable television, radio, and TV broadcasts—directly to you.

- **Watch movies by using DVD technology.**

  Windows 98 supports the latest generation of compact disc hardware—high-density DVD drives. A DVD disc can contain a full-length feature movie with

sound and high resolution. In addition, you can play audio discs and even use most CDs in a DVD drive.

- **Watch TV on your computer.**

  Now you can watch TV on your monitor, even with other programs running. If your computer has a compatible TV tuner card, you can display broadcast and cable TV programming.

  You can also use WebTV for Windows to set reminders, to view online program guides, and to search the Web for television programming information. WebTV for Windows also includes V-chip technology, so you can block out TV programs according to the content categories listed in the universal television rating system and the Motion Picture Association of America movie rating system.

- **Receive live media over the Web.**

  You can experience concerts, space missions, and other exciting events as they're happening. Windows 98 allows you to receive live, "streaming" multimedia over the Web. Windows Media Player provides an easy, powerful way to receive live multimedia across the Internet, *local area networks* (*LANs*), and corporate *intranets*.

More Reliable

Troubleshooting is built into Windows 98, so if you have questions or encounter problems, you can get answers quickly. In addition to Windows Help, Readme documents, and this book, Windows 98 also includes several new resources to aid you.

- **Get help with troubleshooting your computer.**

  Use troubleshooters to help you diagnose and solve computer problems. Troubleshooters are available through Windows Help and on the Support Online Web site.

- **Get the latest resources on the Web.**

  If you have Web access, you can use the Support Online site to find answers to frequently asked questions, get technical support, and keep your copy of Windows 98 up-to-date.

- **Back up your files quickly.**

  The Backup tool supports SCSI tape devices and makes backing up your data easier and faster.

- **Tune up your system.**

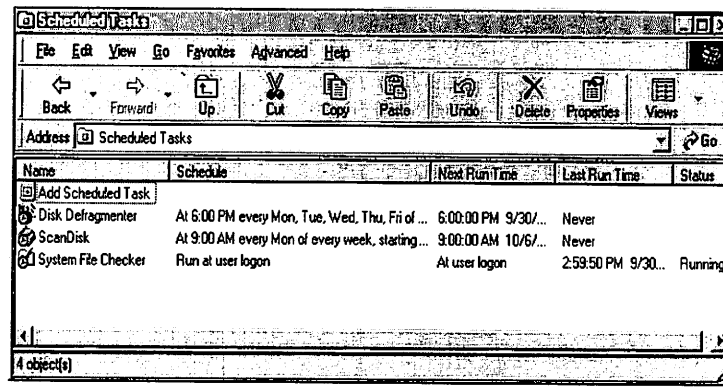
  Maintain your system by using the Maintenance wizard. You can check your hard disk for errors, remove unnecessary files, and improve the speed of your favorite programs. You can also use the wizard to schedule automatic tune-ups of your computer.

- **Keep records with Dr. Watson.**

  The Dr. Watson utility makes diagnosing and reporting software problems easier. If a program error occurs, Dr. Watson automatically records the events in a log.

- **Schedule tasks to run at convenient times.**

  Now you can automate maintenance tasks such as checking your hard disk for errors or checking for e-mail when you start Windows 98. After you set up your schedule, Task Scheduler runs in the background every time you start Windows 98.


Scheduled Tasks
File Edit View Go Favorites Advanced Help
Back Forward Up Cut Copy Paste Undo Delete Properties Views
Address Scheduled Tasks
Go
Name Schedule Next Run Time Last Run Time Status
Add Scheduled Task
Disk Defragmenter At 6:00 PM every Mon, Tue, Wed, Thu, Fri of ... 6:00:00 PM 9/30/... Never
ScanDisk At 9:00 AM every Mon of every week, starting... 9:00:00 AM 10/6/... Never
System File Checker Run at user logon At user logon 2:59:50 PM 9/30... Running
4 object(s)

Latest Hardware Innovations

Windows 98 includes hundreds of new printer, modem, and other hardware drivers, making hardware installation and setup more efficient than ever. In addition to supporting DVD discs, Windows offers the following innovations. You can:

- **Hook up multiple monitors.**

  You can increase the size of your workspace by connecting additional monitors to your computer. This is especially convenient if you want to perform several tasks at the same time.

- **Attach hardware more easily than ever.**

  When you attach hardware to a Universal Serial Bus port, Windows 98 automatically detects the new device and installs the necessary drivers, allowing effortless installation of hardware—without restarting your computer.

New Tools

Additional tools in Windows 98 help you save energy, protect your computer, and customize your personal settings.

- **Save power and reduce drive wear with OnNow power management.**

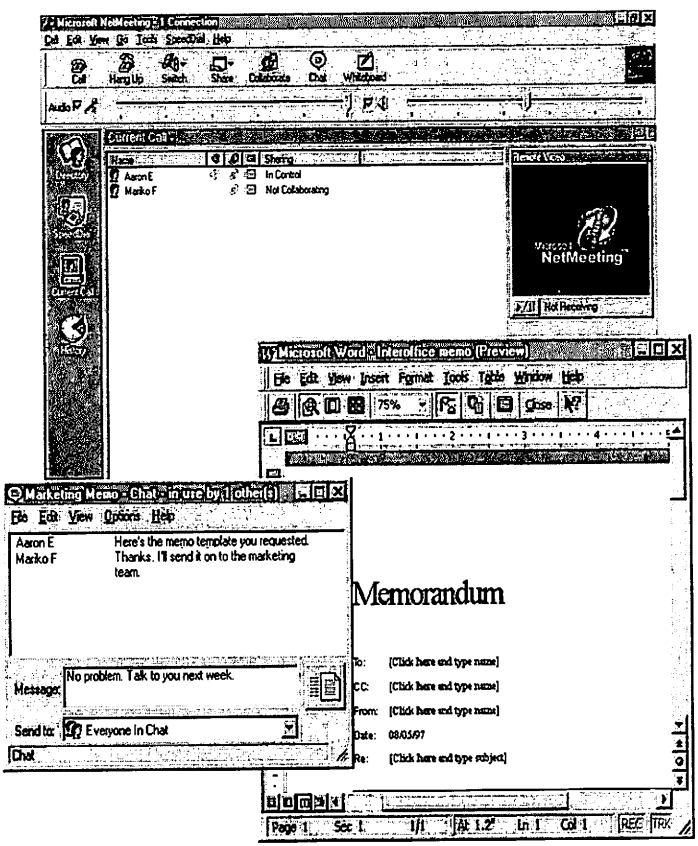
  If you're using a newer computer, the OnNow utility can help you save power, prevent drive wear, and reduce drive noise. After a period of inactivity, OnNow puts your computer in an off-but-ready mode. For information about how you can use this feature, see your computer documentation.

- **Change accessibility options easily.**

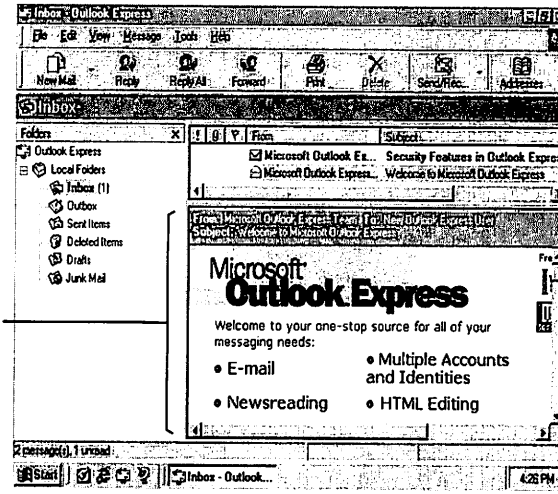
  Windows 98 includes two new accessibility tools. The Accessibility wizard helps you adapt Windows options to specific needs and preferences. Microsoft Magnifier enlarges any screen area.

New Ways to Communicate

You can communicate over the Internet more easily than ever. Using the Internet tools included with Windows 98, you can send e-mail, chat, and view newsgroups. Using NetMeeting, you can even simultaneously hold conference calls and collaborate with the participants on a document.



Outlook Express can send and receive HTML messages instead of plain text, so your messages can look like Web pages (complete with links and text formatting). Messages appear in a three-pane window so you can preview their contents.


Preview your messages
Microsoft Outlook Express
Welcome to your one-stop source for all of your messaging needs:
• E-mail
• Multiple Accounts and Identities
• Newsreading
• HTML Editing

What's Changed Since Windows 3.1

The Windows 98 desktop is easier to use and helps you work faster. Not only does Windows 98 have many new features and accessories, you'll also find that customizing your workspace and setting up new hardware are much easier.

You can run Program Manager by typing **progman** in the Run dialog box.

Program Manager

The desktop and the Start button replace Program Manager as your starting point for most Windows tasks. You can use the Start button at any time—no matter how many programs are open—to start programs, open documents, customize your system, get Help, and find items.

Run Command

You can still use the Run command to start programs, open folders, and connect to network resources. The Run command is now located on the Start menu.

▶ **To use the Run command**

1. Click the **Start** button, and then click **Run**.

   The Run dialog box appears.

2. Type the path or the program name, and then click **OK**.

File Manager

You can run File Manager by typing **winfile** in the Run dialog box.

The tasks that you performed in File Manager, such as copying or renaming files, are now done on the desktop or in *Windows Explorer*, which displays all of your drives in one window.

▶ **To open Windows Explorer**

1. Click the **Start** button, and then point to **Programs**.
2. Click **Windows Explorer**.

Control Panel

You can change all of your computer settings—from adding programs and fonts to customizing your desktop—in Control Panel.

▶ **To open Control Panel**

1. Click the **Start** button, and then point to **Settings**.
2. Click **Control Panel**.

Print Manager

To set up a printer or to check the status of documents you're printing, open the Printers folder.

▶ **To open the Printers folder**

1. Click the **Start** button, and then point to **Settings**.
2. Click **Printers**.

MS-DOS Prompt

You can start MS-DOS®-based programs from the command prompt.

▶ **To open an MS-DOS window**

1. Click the **Start** button, and then point to **Programs**.
2. Click **MS-DOS Prompt**.

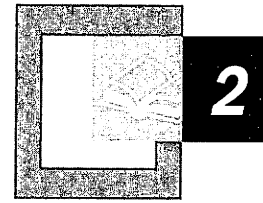
Window Control Buttons

You can work with open windows in Windows 98 by clicking one of the window control buttons located on the far right of the title bar.

Button	Name	Use to
	Minimize	Reduce a window. A minimized window is still open but is represented by a window button on the taskbar.
	Maximize	Enlarge a window to its largest possible size.
	Restore	Return a window to its previous size.
	Close	Close a window.

CHAPTER 2

Installing Windows 98



The Windows 98 Setup wizard makes changing operating systems easier than ever. You can install Windows 98 in two ways. The method you use depends on your current computer setup.

Contents

Before You Begin
Running Windows 98 Setup
  Upgrading from Windows 95
  Upgrading from Windows 3.1
  Performing a New Installation
Selecting Setup Options
Logging On to Windows 98
  Registering Your Copy of Windows 98

Before You Begin

Before you install Microsoft® Windows 98, make sure your computer meets the following minimum system requirements:

- 486DX, 66 MHz or higher processor.
- 24 MB of RAM. (More memory improves performance.)
- Adequate space available on your hard disk. The amount of space required varies with your installation method and the options you select during Setup.

Installation method	Hard disk space required
Upgrade from Windows 95 or Windows 3.1	140–315 MB (typically 205 MB)
New installation, FAT16 file system	210–400 MB (typically 260 MB)
New installation, FAT32 file system	190–305 MB (typically 210 MB)

- VGA or higher-resolution monitor.

- CD-ROM or DVD-ROM drive.
- Microsoft Mouse or compatible pointing device.

Certain features have additional requirements:

- For Internet access, 14,400 modem or fax modem and a service provider, such as MSN™. (The service provider may charge a fee.)
- For sound, a sound card and speakers; or headphones; or *Universal Serial Bus (USB)* speakers (requires a computer with USB support).
- For DVD video, a DVD-ROM drive and compatible DVD decoder card (or DVD decoder software).
- For Microsoft® WebTV™ for Windows broadcast reception, a Pentium® processor and compatible TV tuner card. (Reception depends on availability of broadcast sources in your area.)

If you have access to the *World Wide Web,* you can view the Hardware Compatibility List for Windows 98. The list is located at the following Web address:

`http://www.microsoft.com/windows/compatible`

To run Setup, you need to have the Windows 98 CD or network access to Windows 98 files. You also need a blank 3.5-inch, high-density disk ready for formatting as your Startup Disk. It's recommended that you read the Setup.txt file on your Windows 98 disc for any late-breaking information. It's also recommended that you back up the existing files on your computer. For more information, see "Backing Up Your Files" in Chapter 6, "Advanced Issues."

Running Windows 98 Setup

You can install Windows 98 in two ways. If you're currently using Windows 95 or Windows 3.1, you can upgrade to Windows 98 and retain your system settings. Or you can perform a new installation, which will set up an entirely new copy of Windows 98 on your hard disk—with no old system settings.

These sections describe how to install Windows 98. Chapter 6, "Advanced Issues," provides more detailed information about using the FAT32 file system, installing specific components after Windows is already set up, and creating Startup Disks.

Upgrading from Windows 95

When you upgrade from Windows 95, Setup automatically transfers your previous system settings and installed programs.

Note During Setup, the Windows 98 Setup wizard automatically restarts your computer several times.

If you don't have enough hard disk space to install Windows 98, try emptying your Recycle Bin.

▶ **To upgrade to Windows 98**

1. Start Windows 95.
2. Close all programs, including any anti-virus programs.

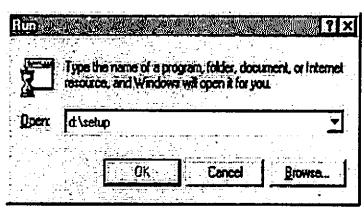
   For information about closing an anti-virus program, see the program documentation and the Setup.txt file on your Windows 98 disc.
3. Insert the Windows 98 CD into your CD-ROM drive.
4. If a message appears asking if you want to upgrade, click **Yes**. The Windows 98 Setup wizard starts. You're finished with this procedure. Follow the instructions that appear.

   If a message doesn't appear, click the **Start** button, click **Run**, and then proceed to Step 5.

   The Run dialog box appears.
5. In the **Open** box, enter the path and file name of the setup file. That is, type the drive letter, followed by a colon (:), a backslash (\), and the word **setup**

   For example:

   d:\setup



6. Click **OK**.

   The Windows 98 Setup wizard starts.
7. Follow the instructions that appear.

For information about specific screens and the information they request, see "Selecting Setup Options," later in this chapter.

Upgrading from Windows 3.1

When you upgrade from Windows 3.1, Setup automatically transfers your current system settings and installed programs.

Note During Setup, the Windows 98 Setup wizard automatically restarts your computer several times.

▶ **To upgrade to Windows 98**

1. Start Windows 3.1.
2. Close all programs, including any anti-virus programs.

   For information about closing an anti-virus program, see the program documentation and the file Setup.txt on your Windows 98 disc.
3. Insert the Windows 98 CD into your CD-ROM drive.
4. Open Program Manager.
5. On the **File** menu, click **Run**.

   The Run dialog box appears.
6. In the **Open** box, enter the path and file name of the setup file. That is, type the drive letter, followed by a colon (:), a backslash (\), and the word **setup**

   For example:

   d:\setup
7. Click **OK**.

   The Windows 98 Setup wizard starts.
8. Follow the instructions that appear.

For information about specific screens and the information they request, see "Selecting Setup Options," later in this chapter.

Performing a New Installation

If you perform a new installation, Setup installs Windows 98 in a new folder and doesn't transfer any existing system settings. Windows 98 becomes your *default* operating system and uses standard system settings. Because this is an entirely new installation of Windows, you'll need to reinstall any existing programs and hardware you want to use.

Note During Setup, the Windows 98 Setup wizard automatically restarts your computer several times.

▶ **To perform a new installation using the CD-ROM version of Windows 98**

1. Insert a Windows 98 Startup Disk in the floppy disk drive.

   Note For information about creating a Startup Disk, see Chapter 6, "Advanced Issues."

2. Restart your computer.

   The Microsoft Windows 98 Startup menu appears.

3. Insert the Windows 98 CD into your CD-ROM drive.
4. Type the number **1** and then press ENTER.

   A series of scans is performed, and then the MS-DOS prompt appears.

5. At the MS-DOS prompt, type the word **setup** and then press ENTER.

   A message informs you that Setup is going to perform a check.

   If this message doesn't appear, your computer can't locate your CD-ROM drive. For information about installing the correct CD-ROM driver, consult your drive documentation or contact your hardware manufacturer.

6. Press ENTER.

   Microsoft ScanDisk checks your disk drives for errors.

7. When ScanDisk finishes, press X.

   After Setup initializes, Windows 98 Setup begins.

8. Follow the instructions that appear.

   Note If you're using the upgrade version of Windows 98, Setup may ask you to insert your original Windows 95 or Windows 3.1 disks.

For information about specific screens and the information they request, see "Selecting Setup Options," later in this chapter.

Selecting Setup Options

During Windows 98 installation, the Setup wizard may ask you to make some selections and provide certain information. The following sections describe some of the wizard screens and the information they request.

Product Key screen

Type the Product Key in the spaces provided. The Product Key is located either on the Certificate of Authenticity or on the back of your Windows 98 CD case. If the number you type isn't accepted, check the following:

- Make sure CAPS LOCK isn't on.

- If you're using the keypad to the right of your keyboard, make sure NUM LOCK is on.
- Make sure you aren't using the letter "l" for the number one.
- Make sure you aren't using the letter "o" for the number zero.

Select Directory screen

If you want to install Windows 98 files in a folder (directory) other than C:\Windows, click Other Directory, click Next, and type the path to the folder you prefer. If you specify a folder that doesn't exist, the wizard creates the folder for you.

Setup Options screen

You can customize your version of Windows by choosing the components that are installed on your hard disk. The Setup Options screen asks you to select the type of setup you prefer. You can choose from four Setup options.

- **Typical** Click this button if you want all of the components that are usually installed with Windows 98. Most users should select this Setup option.
- **Portable** Click this button if you want to install the options generally required for laptop or other portable computers.
- **Compact** Click this button if you want the smallest possible installation of Windows 98. For example, you may want to perform a Compact installation if your hard disk doesn't have much free space. Setup then installs no optional components. If you later want to use an optional component, such as WebTV for Windows, then you have to install it. To install an optional component after Setup is completed, use Add/Remove Programs in Control Panel.
- **Custom** Click this button if you want to choose which optional components are installed. If you don't select a Custom installation, then Setup installs only the optional components that are selected by default. If you know you're going to need certain Windows components, you may want to select a Custom installation and ensure that those components are included during Setup.

Select Components screen

On this screen, you can choose the options you want to install with Windows 98. Most items in the Components list represent groups of options. For example, the Accessories component contains several options, including Paint and the Discover the Windows 98 tutorial. To view the options that are included with a component, click **Details**.

Windows Components screen

On this screen, you choose whether or not to view a list of installation options.

If you select **Install the most common components**, Setup continues the installation. If you select **Show me the list of components so I can choose**, the

Select Components screen appears. You then choose the individual options you want to install on your hard disk.

▶ **To select or deselect installation options**

- To view or change the individual options in a component, click the component, and then click **Details.**

  A dialog box appears, showing you the options in the component you selected. Here you can select the specific options you want. In this dialog box and on the Select Components screen, you can compare the space available on your hard disk with the amount of space required by the options you select.

Identification screen

On this screen, you enter a name and description for your computer. If your computer is connected to a network, this information identifies your computer to other users.

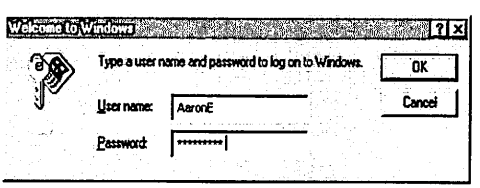
Establishing Your Location screen

On this screen, you should probably select the country in which you live. Your selection here affects WebTV for Windows and DVD. WebTV for Windows is available only in the United States and Canada, so if you select another country or region, WebTV for Windows will be unavailable. Also, some DVD media is coded for a specific region, so if you insert media that is coded for a region other than the one you select here, it might not work properly.

Logging On to Windows 98

If you forget your password, you can enter a new user name and still use Windows 98, but you might not be able to use your old settings.

Whenever you start Windows 98, the Welcome to Windows dialog box appears, asking you to log on. When you *log on,* you're identifying yourself to the computer. In addition to providing security, this identification allows Windows 98 to save your personal settings, such as your recently used documents, your Favorites, and the arrangement of your *desktop.* You're also asked to type a password. If you're upgrading from Windows 95 or Windows 3.1, Windows 98 uses your current logon information.



If you're on a computer network, you might also be asked for a *domain* name and network password. This request appears in a second, similar dialog box. If you don't know your domain name or network password, contact your network administrator.

For information about changing your Windows 98 and network passwords, see Windows Help.

▶ **To log on to Windows 98 for the first time**

1. In the **Welcome to Windows 98** dialog box, type your user name and password, and then click **OK**.

   Your password appears as asterisks (*) on the screen. If you don't want to use a password, you can leave the box blank, and then click **OK**.

2. In the **Set Windows Password** dialog box, type your password again in the **Confirm New Password** box, and then click **OK**.

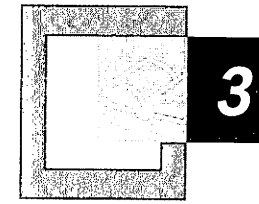
   The Windows 98 desktop appears. Installation is complete, and you can start using Windows 98.

Registering Your Copy of Windows 98

After you've logged on, you should register your copy of Windows 98 to ensure that you receive product support and updated product information. If you have a modem, you can register by clicking Register Now in the Welcome to Windows 98 dialog box.

CHAPTER 3

Using Your Desktop



If you've used Windows before, you'll notice that the Microsoft Windows 98 desktop looks and works differently. The integration of Windows 98 and the Internet provides both dramatic changes and subtle enhancements. If you've used the World Wide Web before, you'll recognize the browser-like windows and toolbars in Windows 98. But even if you've never browsed the Web, you'll find the Windows 98 desktop easy and fun to use.

Contents

What Is the Desktop?
Welcome to Windows 98
Exploring Your Computer
- Taskbar and Start Button
- My Computer
- Windows Explorer
- Network Neighborhood

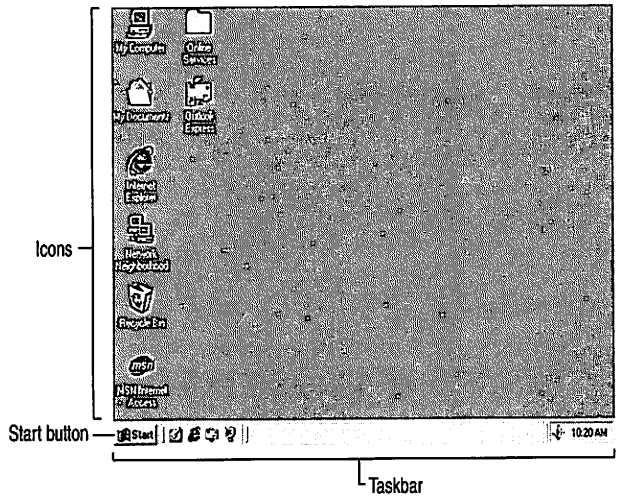
Getting Your Work Done
- Working with Programs
- Managing Files and Folders

Shutting Down Your Computer

What Is the Desktop?

After you start Windows 98, the first thing you see is the *desktop*. Think of the desktop as your personalized workspace.

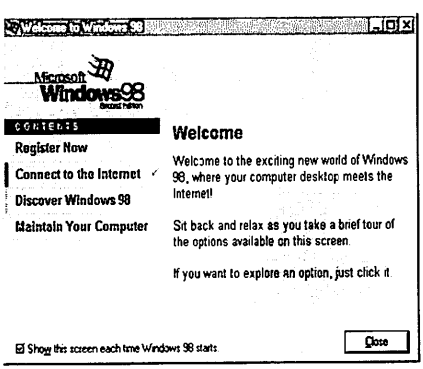
Several *icons*, or small pictures, are located on the left side of your desktop. Each icon represents an object, such as a *folder* or a *program*. Depending on how your computer is set up, your icons may be different from those in the illustration.



Welcome to Windows 98

When Windows 98 starts for the first time, the Welcome to Windows 98 screen appears.

Note You can also open Welcome to Windows 98 by clicking the Start button, pointing to Programs, pointing to Accessories, pointing to System Tools, and then clicking Welcome To Windows.


Welcome to Windows 98
Microsoft Windows98
CONTENTS
Register Now
Connect to the Internet
Discover Windows 98
Maintain Your Computer
Welcome
Welcome to the exciting new world of Windows 98, where your computer desktop meets the Internet!
Sit back and relax as you take a brief tour of the options available on this screen.
If you want to explore an option, just click it.
Show this screen each time Windows 98 starts
Close

From this screen, you can:

- Register your copy of Windows 98. Click **Register Now** to ensure that you receive product support, free product updates, and tips and tricks.

- Connect to the World Wide Web and Internet right away. Click **Connect to the Internet** to get online quickly and easily.
- Explore an online tutorial. Whether or not you're new to Windows, you'll find the Discover Windows 98 tutorial informative. Click **Discover Windows 98** to learn about essential computer skills, Windows 98 basics and features, and additional resources.
- Improve the performance of your computer. Click **Maintain Your Computer** to make your programs run faster, check your hard disk for problems, free up hard disk space, and schedule regular maintenance tasks.

Exploring Your Computer

You can navigate around your computer in several different ways. For example, you can view your computer's contents by using either *My Computer* or *Windows Explorer*. Both navigational tools are easy to find—My Computer opens from the desktop, and Windows Explorer opens from the Start menu.

The following table compares some of the navigational tools you can use.

Navigational method	Located on	Displays drives and network computers	Best for
Start button	Taskbar	No	Starting programs, opening Favorites, getting Help, shutting down
My Computer	Desktop	Yes	Exploring your disk drives and using system tools
Windows Explorer	Start menu	Yes	Seeing hierarchy of all computer contents and resources in one window
Network Neighborhood	Desktop	Yes (network only)	Browsing the computers on your network

Taskbar and Start Button

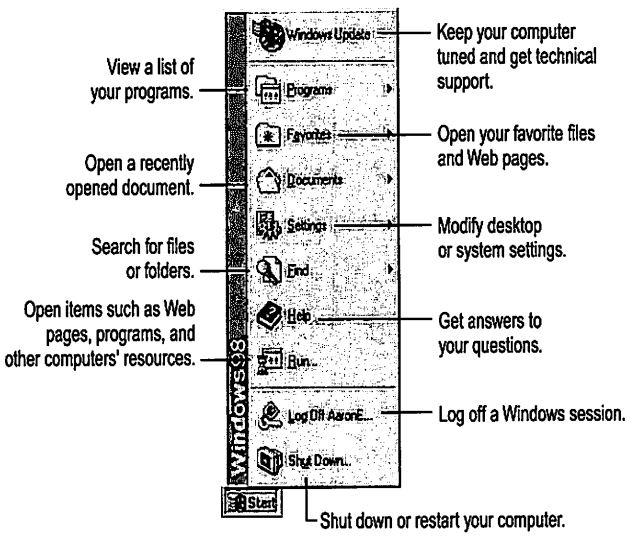
You can use the *taskbar* and Start button to easily navigate through Windows 98. Both features are always available on your desktop, no matter how many windows you have open.

Buttons on the taskbar show you which windows are open, even if some windows are minimized or hidden beneath another window. You can easily switch to a different window by clicking its taskbar button.

To add a shortcut to the Start menu, drag the folder or program to the Start button.

Using the Start button, you can accomplish almost any task. You can start programs, open *documents,* customize your system, get Help, search for items on your computer, and more. Some commands on the Start menu have a right-facing arrow, which means additional choices are available on a secondary menu. If you place your pointer over an item with an arrow, another menu appears.

Depending on how your computer is set up, your Start menu may look slightly different from the following illustration.



▶ **To use the Start menu**

1. Click the **Start** button.

   The Start menu appears.

2. Click the item you want to open.

   Point to items with right-facing arrows to open secondary menus.

My Computer

Use My Computer if you prefer to view the contents of a single folder or *drive*. When you double-click My Computer on your desktop, available drives appear in a new window. When you double-click a drive icon, a window displays the folders contained on that drive. You can then double-click a folder to see the files it contains.

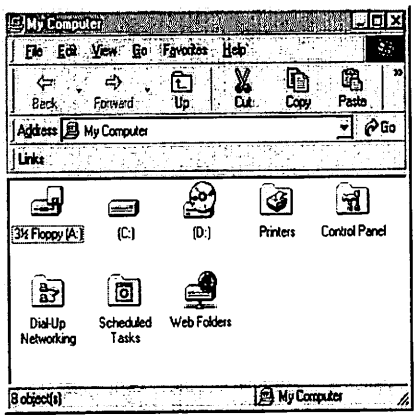
Some of the following icons may appear in your My Computer window.

Double-click	To
	View the contents of the hard disk, which is usually designated drive C.
	View the contents of a network drive, if your computer is connected to one.
	View the contents of a compact disc in the CD-ROM drive, if your computer has one.
	View tools you can use to modify your computer settings.
	Set up a printer and view information about available printers and print job status.
	Schedule or view tasks for computer maintenance.
	Use Dial-Up Networking and a modem to connect to another computer.
	View the contents of a folder.
	View files and folders on a Web server, if your computer is connected to one.

▶ **To use My Computer to view your hard disk**

1. On the desktop, double-click **My Computer**.

   The My Computer window appears.



2. Double-click the icon that represents your hard disk.

   Your hard disk window appears, and the contents of your hard disk appear.

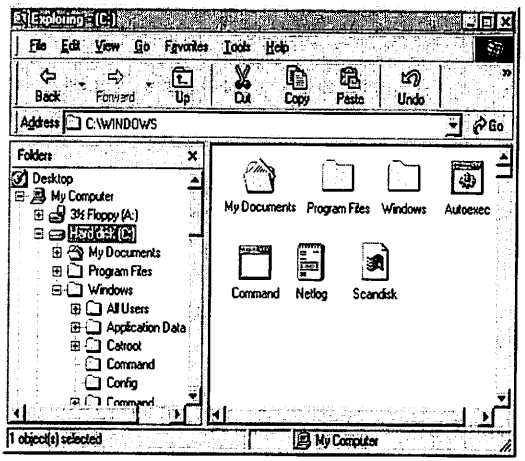
Windows Explorer

If you prefer to look at your files in a hierarchical structure, use Windows Explorer. Instead of opening drives and folders in separate windows, you can browse through them in a single window. The left side of the Windows Explorer window contains a list of your drives and folders, and the right side displays the contents of a selected folder. You can use the View menu to change the appearance of the icons in the right half of the window.

▶ **To use Windows Explorer to view your hard disk**

1. Click the **Start** button, point to **Programs**, and then click **Windows Explorer**.
2. In the left pane, click the letter that represents your hard disk.

   The contents of your hard disk appear in the right pane.



Network Neighborhood

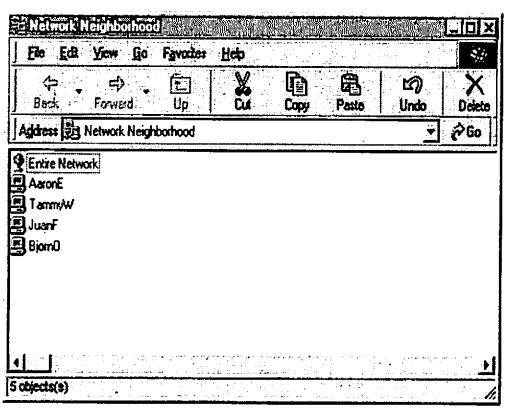
A *network* is a group of computers connected to one another so that they can share resources, such as files and printers. If your computer is connected to a network, you can use Network Neighborhood to *browse* network resources in the same way you browse the contents of your own computer.

▶ To open network resources

To display a network drive in My Computer, right-click **Network Neighborhood**, click **Map Network Drive**, and then select the drive letter and path.

1. On the desktop, double-click **Network Neighborhood**.

   The computers in your *workgroup* appear. If you want to view all of the resources available on the network, double-click **Entire Network**.



2. Double-click the servers and folders you want to open, just as you would open drives and folders on your own computer.

Getting Your Work Done

Now that you're familiar with the Windows 98 desktop and the different methods of navigating, you're ready to learn how to perform everyday tasks, such as starting programs and managing your files.

Note The procedures in this book describe the double-click method of browsing. If you're using the single-click option, point to an icon to select a file and single-click the icon to open the file.

For more information about changing your browsing options, see "Choosing a Desktop Style" in Chapter 4, "Customizing Your Desktop."

Working with Programs

Windows 98 makes it even easier to install, start, and quit your favorite programs.

Adding and Removing Programs

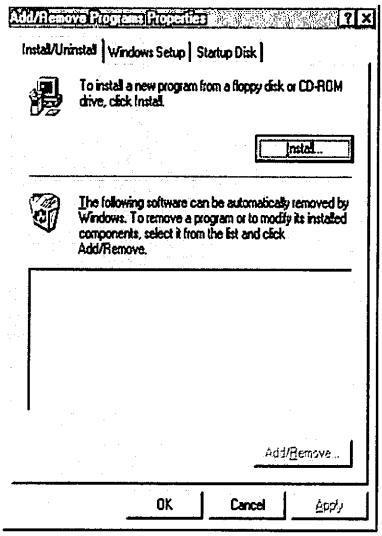
You can quickly install programs, such as a word processing program or a game, using the Add/Remove Programs feature in *Control Panel*.

For more information about adding and removing programs, see Windows Help.

▶ **To install a program**

1. Click the **Start** button, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs**.

   The Add/Remove Programs Properties dialog box appears.


Add/Remove Programs Properties
Install/Uninstall
Windows Setup
Startup Disk
To install a new program from a floppy disk or CD-ROM drive, click Install.
Install...
The following software can be automatically removed by Windows. To remove a program or to modify its installed components, select it from the list and click Add/Remove.
Add/Remove...
OK
Cancel
Apply

3. Follow the instructions that appear.

Note You can also add and remove Windows components by clicking the Windows Setup tab and following the instructions that appear.

Starting and Quitting Programs

Most of the programs installed on your computer are available from one convenient location—the Programs section of the Start menu. Depending on how your computer is set up, what you see on the Start menu varies.

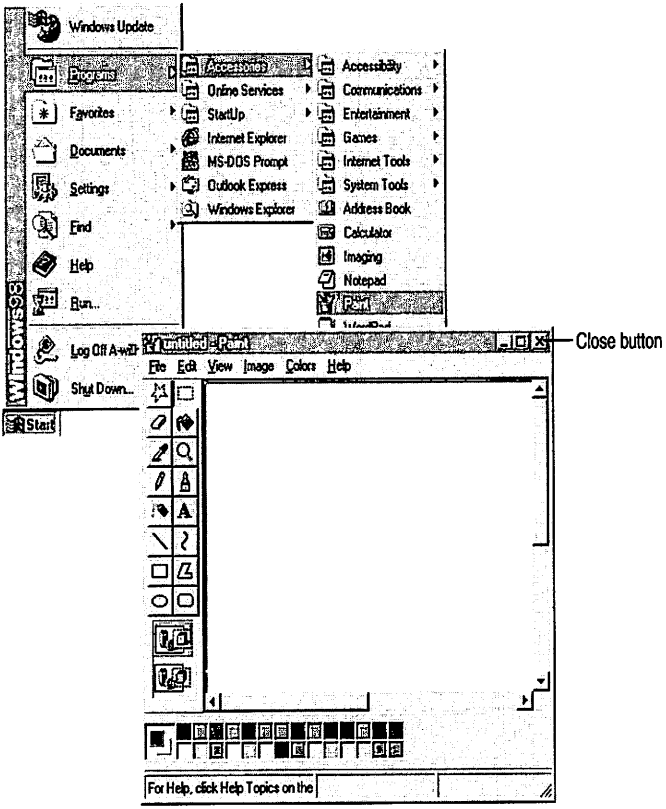
For more information about starting and quitting programs, see Windows Help.

▶ To start a program

1. Click the **Start** button, and then point to **Programs**.

   The Programs menu appears.

2. Point to the group (such as **Accessories**) that contains the program you want to start, and then click the program name.



Note You can also open a program by clicking Run on the Start menu, typing the *path* and name of the program, and then clicking OK.

▶ **To quit a program**

- Click the **Close** button in the upper-right corner of the program window.

Managing Files and Folders

In Windows 98, you can organize your documents and programs to suit your preferences. You can store these files in folders, and you can move, copy, rename, and even search for files and folders.

For more information about folders, see Windows Help.

Creating Folders

When you use a program and save your work, or when you install a program, you're creating files. You can store your files in many locations—on the hard disk, a network drive, a floppy disk, and so on. To better organize your files, you can also store them in folders.

▶ **To create a folder**

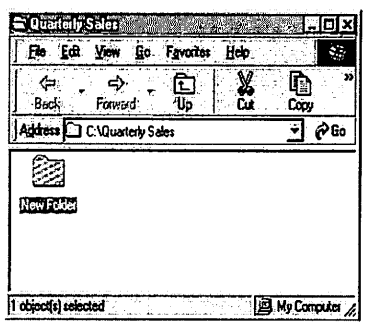
1. On the desktop, double-click **My Computer**.

   The My Computer window appears.

2. Double-click the disk drive or folder in which you want to create a folder.

   The drive or folder window appears.

3. On the **File** menu, point to **New**, and then click **Folder**.



4. Type a folder name, and then press ENTER.

   The new folder appears in the location you selected.

Note File names in Windows 98 can be up to 255 characters, including spaces. However, file names cannot contain any of the following characters: \ / : * ? " < > |

Finding Files and Folders

You can also search for computers, people, and Internet sites using the Find command on the Start menu.

When you're looking for a particular folder or *file,* you can use the Find command instead of opening numerous folders. You can also use the Find command on the Start menu to quickly search your entire computer—or a specific folder or drive.

▶ **To find a file or folder**

1. Click the **Start** button, point to **Find**, and then click **Files or Folders**.

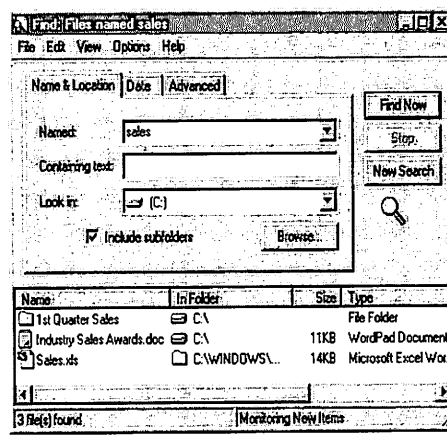
   The Find dialog box appears.

2. In **Named**, type the file or folder name you want to find.

To narrow your search, click the **Date** tab or the **Advanced** tab.

3. Click the **Look in** down arrow, or click **Browse** to specify where to search.
4. Click **Find Now**.

   After a moment, the results of the search appear.



Opening Files and Folders

After you've located the file you want, you can double-click to open it.

▶ **To open a file or folder**

You can also double-click the file or folder in the Find dialog box.

1. On the desktop, double-click **My Computer**.

   The My Computer window appears.
2. Double-click the drive that contains the file or folder you want to open.
3. Double-click the file or folder.

Renaming Files and Folders

If you decide to change the name of a file or folder, you can quickly rename it.

▶ **To rename a file or folder**

1. In a window, select the file or folder you want to rename.
2. On the **File** menu, click **Rename**.
3. Type a name, and then press ENTER.

Copying and Moving Files and Folders

When you create files and folders, you may want to copy or move them to another location. Unless you're an advanced user, you should avoid moving program and system files.

▶ **To copy or move a file or folder**

1. In a window, select the file or folder you want to copy or move.

   Note You can select multiple items. To select nonadjacent items, hold down CTRL and click the items you want to select. To select adjacent items, hold down SHIFT while you select items. To select all of the items in a window, on the **Edit** menu, click **Select All**.

2. On the **Edit** menu, click **Copy** to copy the file, or click **Cut** to move the file.
3. Double-click the folder in which you want to place the file or folder.
4. On the **Edit** menu, click **Paste**.

   The file appears in its new location.

Working with Frequently Used Files and Folders

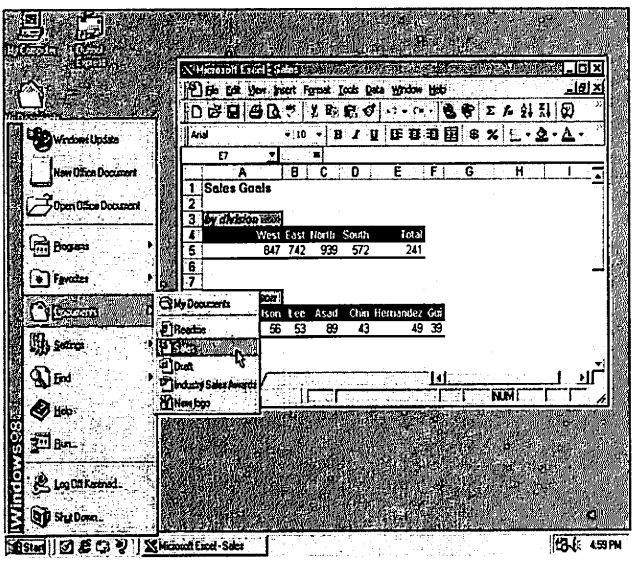
You can quickly open documents and programs that you use often. The Start menu lists the documents used most recently, so that you can quickly reopen them. The My Documents folder on your desktop is a convenient place for you to store frequently used files and folders.

And for easy access to a file that you use frequently, you can also create a *shortcut* to it. A shortcut doesn't change the location of a file—the shortcut is just a pointer that lets you open the file quickly. If you delete the shortcut, the original file isn't deleted.

▶ To open recently used documents

1. Click the **Start** button, and then point to **Documents**.

   A list of your recently opened documents appears.



2. Click a document on the list.

   The document opens.

▶ To move a file to the My Documents folder

- Drag the file to the My Documents folder on your desktop.

▶ To create a shortcut to a file

1. Use the right mouse button to drag the file to the desktop.
2. On the menu that appears, click **Create Shortcut(s) Here**.

   The shortcut appears on the desktop. You can copy or move the shortcut to another location.

Deleting Files and Folders

To restore a file that you deleted, double-click **Recycle Bin**, select the file, and then on the **File** menu, click **Restore**.

Whenever you delete a file, it's temporarily moved to the Recycle Bin on your desktop. If you change your mind, you can restore the file. However, when you empty the Recycle Bin, all of the items in it are permanently deleted from your computer.

▶ **To delete files and folders**

1. On the desktop, double-click **My Computer**.

   The My Computer window appears.

2. Select the file or folder you want to delete.
3. On the **File** menu, click **Delete**.

   The Confirm File Delete dialog box appears.

4. Click **Yes**.

   The file is moved to the Recycle Bin.

▶ **To permanently delete files and folders**

1. On the desktop, double-click **Recycle Bin**.

   The Recycle Bin opens.

2. On the **File** menu, click **Empty Recycle Bin.**

Shutting Down Your Computer

When you're finished working in Windows 98, you use the Shut Down command on the Start menu to close windows and programs and prepare your computer for shutting down. If you haven't already saved your work, you're prompted to do so.

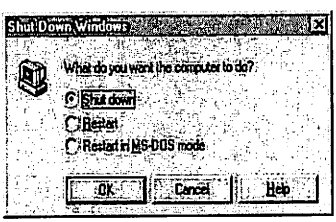
For more information about shutting down your computer, look up "shutting down" on the Index tab in Windows Help.

Important Don't turn off your computer until you see a message telling you that shutdown is complete. If you turn off your computer without shutting it down correctly, you risk losing information.

▶ To shut down your computer

1. Click the **Start** button, and then click **Shut Down**.

   The Shut Down Windows dialog box appears.

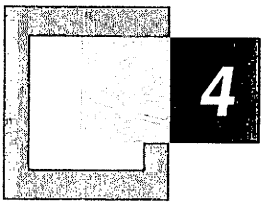


2. Click **OK** if you want to turn off your computer.

   If your computer doesn't turn off automatically, a message appears when you can safely turn off your computer.

CHAPTER 4

Customizing Your Desktop



Windows 98 provides endless possibilities for integrating your computer with the Internet. Even if you don't have an Internet connection or if you prefer the classic Windows look, you can still take advantage of the Web-like features. For example, now you can browse the World Wide Web or your hard drive from any window by using single-click navigation. Or you can use Web pages as backgrounds on your desktop and in individual windows.

Never before have so many choices for customizing Windows been available. Create your own toolbar, from which you can easily open your favorite applications or to which you can add your favorite links. Perform an Internet search while browsing your hard drive in the same window. Have news topics that interest you delivered automatically. Even watch live Internet broadcasts.

Contents

Choosing a Desktop Style
- Working in Web Style
- Working in Windows 95 Classic Style
- Choosing Custom Settings

Adding Browsing Tools
- Using Toolbars
- Using Explorer Bars

Delivering Web Content to Your Desktop
- Using the Active Desktop
- Displaying Web Content in Individual Windows
- Reading and Updating Web Content Offline

Watching TV on Your Computer
Personalizing Your Desktop Display
Customizing the Desktop for Multiple Users
Customizing the Start Menu and the Taskbar
Using Multiple Monitors

Choosing a Desktop Style

Windows 98 provides several ways to view your *desktop* and browse your files and folders. You can choose between three different views—the Web style, the classic Windows 95 look, or a combination of options. The view you choose determines how you browse in Windows 98, regardless of whether you start from the desktop, My Computer, Windows Explorer, or Internet Explorer.

- **Web style** In this view, you can browse the desktop and folders like you browse *Web pages,* by single-clicking items. In the Web-style view, files, folders, and programs open in a single *window,* instead of in separate windows.
- **Classic style** This desktop view is similar to the classic Windows 95 desktop. You double-click to open items, and a new window appears for each item you open.
- **Custom style** You can also pick and choose which options you want. Custom settings include options for browsing folders, creating window backgrounds, and selecting and opening items. For example, you can use options from both the Classic style and the Web style so that you double-click to open items and use Web pages as window backgrounds.

For more information about changing your desktop style, look up "customizing the desktop" on the Index tab in Windows Help.

Note The procedures in this book describe the double-click method of browsing. Your computer manufacturer may have selected a different desktop style for your copy of Windows 98. If you're using the single-click option, point to an *icon* to select a file and single-click the icon to open the file.

Working in Web Style

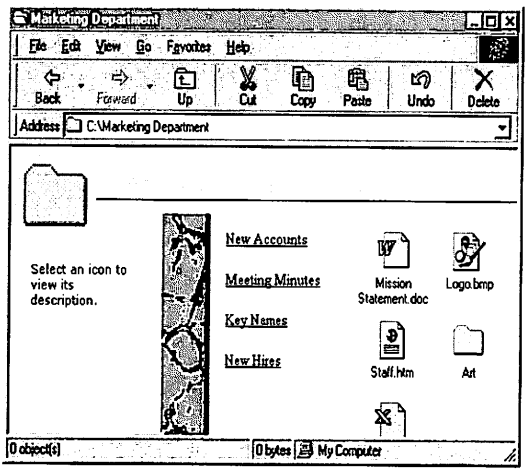
You can work in Web style if you prefer to organize and browse your computer contents using the following Web-like options.

- **Single-click to browse the desktop and folders.**

  You click only once to open an item, just as you click a Web *link* to jump. Similarly, you simply point to items to select them.

- **Show Web page backgrounds in individual windows.**

  You can display a Web page, or any *HTML* page, as background in a window. In Web style, any folder with HTML content is displayed as a Web page, as shown in the following illustration. An HTML page can include artwork, Microsoft® Office documents, *multimedia,* interactive forms, and so on. In some windows, such as My Computer and Control Panel, the background shows a description of each feature when you point to its icon.

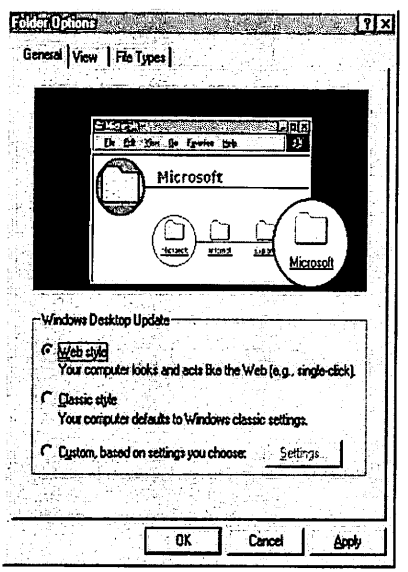


For more information about using Web content within a window, see "Displaying Web Content in Individual Windows," later in this chapter.

▶ To select the Web-style browsing option

1. Click the **Start** button, point to **Settings**, and then click **Folder Options**.

   The Folder Options dialog box appears.



2. Click **Web style**, and then click **OK**.

Working in Windows 95 Classic Style

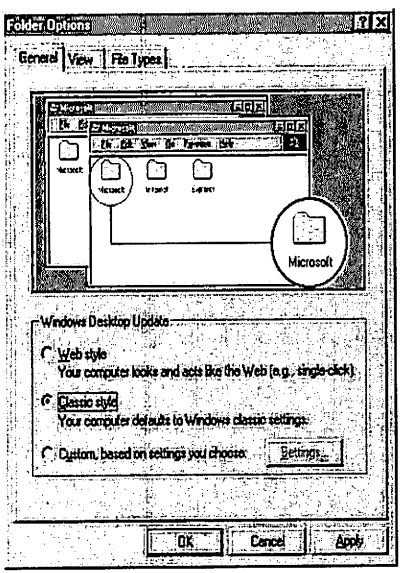
The Classic style resembles the Windows 95 desktop. Using this option, you double-click to open items, and each item opens in a separate window.

▶ **To select the Classic-style browsing option**

1. Click the **Start** button, point to **Settings**, and then click **Folder Options**.

   The Folder Options dialog box appears.

2. Click **Classic style**, and then click **OK**.



Choosing Custom Settings

If you want a combination of the Web style and the classic Windows 95 style, you can customize these settings. For example, you may want to customize your desktop by choosing the double-click option for browsing (Classic style) and the *Active Desktop* (Web style) for your display.

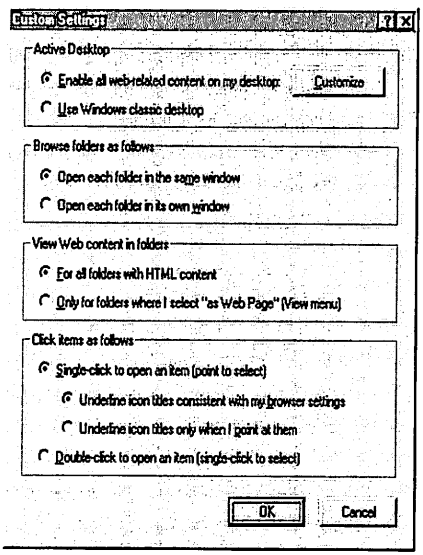
▶ **To customize browsing options**

1. Click the **Start** button, point to **Settings**, and then click **Folder Options.**

   The Folder Options dialog box appears.

2. Select **Custom, based on settings you choose**, and then click **Settings.**

   The Custom Settings dialog box appears.


Custom Settings
Active Desktop
Enable all web-related content on my desktop
Customize
Use Windows classic desktop
Browse folders as follows
Open each folder in the same window
Open each folder in its own window
View Web content in folders
For all folders with HTML content
Only for folders where I select "as Web Page" (View menu)
Click items as follows
Single-click to open an item (point to select)
Underline icon titles consistent with my browser settings
Underline icon titles only when I point at them
Double-click to open an item (single-click to select)
OK
Cancel

3. Select the options you want, and then click **OK.**

Adding Browsing Tools

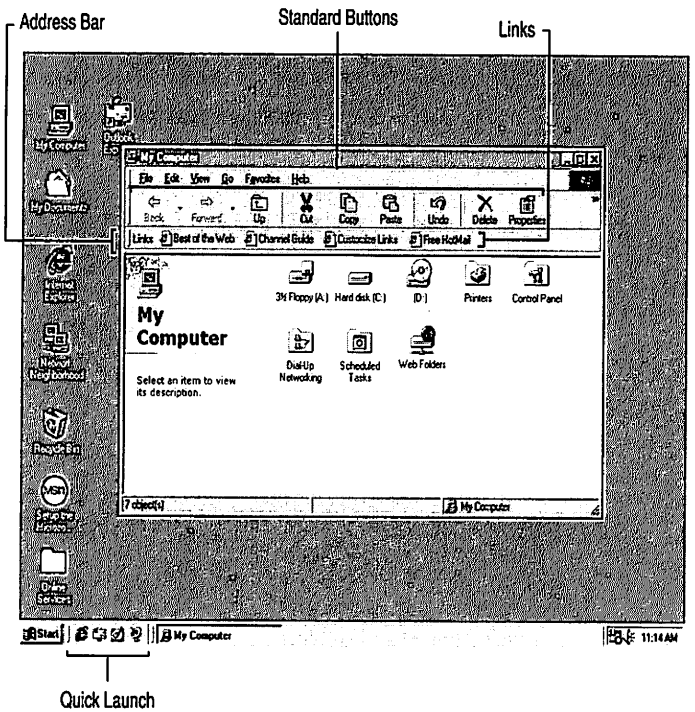
No matter what view you're using, you can browse your computer and the *Internet* more efficiently by using the optional browsing tools. You can add toolbars and Explorer Bars to many windows.

Using Toolbars

You can display one or more customizable *toolbars* at the top of a window. As you browse, Windows 98 detects the kind of information presented in the window and automatically displays the appropriate toolbar buttons and *menus*. You can also add the following toolbars to the taskbar.

Toolbar	Use to
Standard Buttons	Display buttons for commonly used commands, such as copying, pasting, and deleting items; changing views; and browsing backward and forward. The Standard Buttons toolbar is available only from the View menu of an opened window.
Address Bar	Open Web pages, programs, folders, or documents. By default, the Address Bar shows your current location, whether it's a folder or a Web page. You can browse to another location by typing an address —a URL, a path, or even a program name. If you start typing a previously typed address, the AutoComplete feature finishes the address for you.
Links	Go to featured pages such as the Best of the Web site, or create your own custom links.
Radio	The Windows Radio toolbar allows you to listen to your favorite radio stations over the Web. The Windows Radio toolbar is available only from the View menu of an opened window.
Desktop	Quickly open desktop items such as My Computer and Network Neighborhood, even if they're covered by open windows or programs. The Desktop toolbar is only available on the taskbar.
Quick Launch	Open Web-browsing software, read e-mail, view channels, or instantly bring your desktop to the front. You can easily add a new toolbar button by dragging a program icon to the Quick Launch toolbar. The Quick Launch toolbar is only available on the taskbar.

The following illustration shows some of the toolbars you can display.



▶ To display a toolbar in a window

1. Open the window in which you want to display a toolbar.
2. On the **View** menu, point to **Toolbars,** and then click the name of the toolbar you want to display.

   The toolbar appears below the menu bar.

▶ To display a toolbar on the taskbar

You can enlarge your taskbar by dragging its inside edge.

1. Right-click a blank area on the taskbar.

   A shortcut menu appears.
2. Point to **Toolbars**, and then click the name of the toolbar you want to display.

   The toolbar appears on the taskbar.

▶ **To open a Web page or file by using the Address Bar**

To return to a recently visited site, right-click the **Back** or **Forward** button. On the list that appears, click the site you want to view.

1. On the desktop, double-click **My Computer**.

   The My Computer window appears.
2. On the **View** menu, point to **Toolbars**, and then click **Address Bar**.
3. In the Address Bar, type the Internet address or path, and then press ENTER.

-Or-

1. Right-click a blank area on the taskbar.

   A shortcut menu appears.
2. Point to **Toolbars**, and then click **Address**.
3. In the Address Bar, type the Internet address or path, and then press ENTER.

Using Explorer Bars

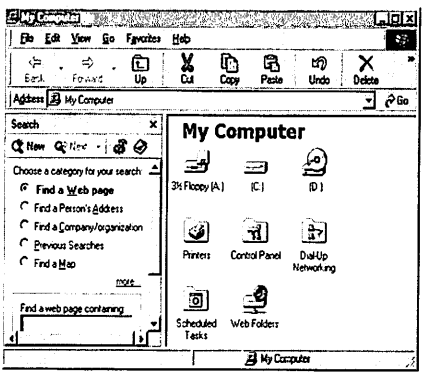
You can use a browsing tool called an *Explorer Bar* for quick and easy access to *search engines* and your favorite Web sites. When you use an Explorer Bar, the current window splits into two frames. The left frame is the Explorer Bar—it displays Favorites, search engines, or links. The right frame displays the contents of the current directory or Web page. When you click a link in the Explorer Bar, the content appears in the right frame. This way, for example, you can browse search results in the right frame while your search engine is still available in the left frame. The following Explorer Bars are available in most windows:

- **Search** Presents several categories for your search, such as Find a Web Page and Find a Map. You can also click the Customize button to select a search engine.
- **Favorites** Displays items you've specified as your favorite files, folders, and Web sites.
- **History** Lists previously viewed Web sites and files, grouped by daily and weekly time periods.
- **Folders** Uses a tree structure to show the hierarchy of available drives and folders.

▶ To display an Explorer Bar

1. Open the window in which you want to use the Explorer Bar.
2. On the **View** menu, point to **Explorer Bar**, and then click the name of the Explorer Bar you want to display.

   The Explorer Bar appears in the left frame of the window.



Delivering Web Content to Your Desktop

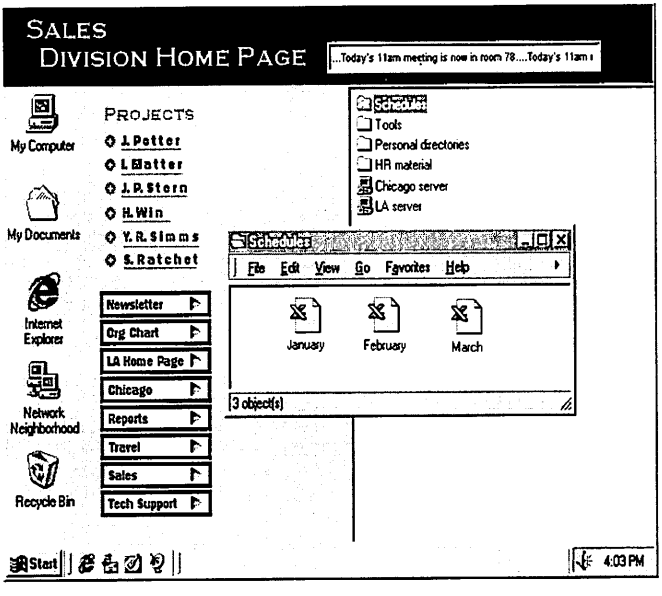
Through the Internet, you have access to a wealth of information, from up-to-the-minute international news and weather to research results. One of the most exciting capabilities of Windows 98 is its ability to integrate Web content. You can display Web content anywhere in Windows 98, such as on the desktop or in an open folder.

Using the Active Desktop

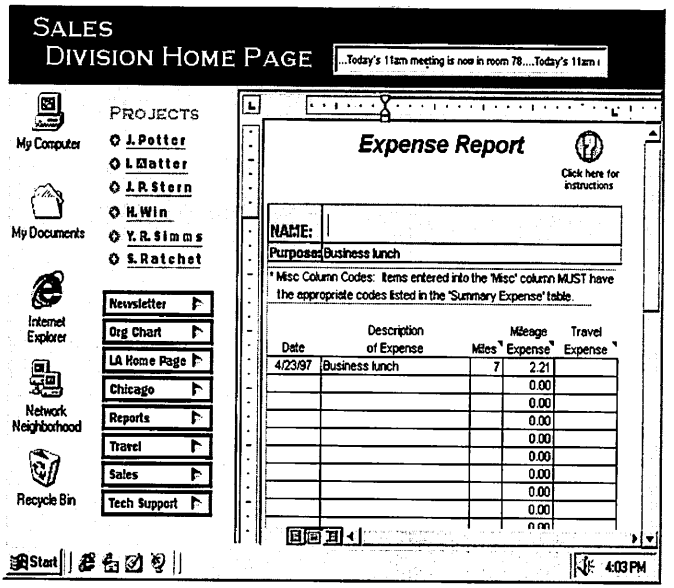
By using the Active Desktop feature, you can display any Web page on your desktop without opening your Web browsing software. You can view one or more of your favorite World Wide Web sites, or you can even add Web pages that you create.

The Active Desktop makes your workspace far more functional, regardless of which desktop view you're using. On your Active Desktop you can display:

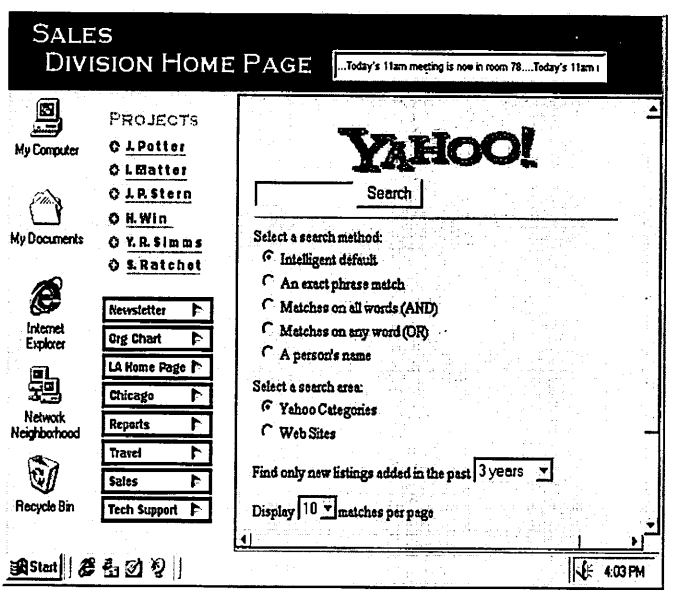
- Live, updated information, such as weather reports, stock ticker results, sports scores, or *server* status.
- A page on your company *intranet*.



- An Office document, with active links.



- A common desktop between computers, even over a network or the Internet.
- A Web-based search engine.



For more information about changing your Active Desktop, see Windows Help.

▶ To show or hide Active Desktop

1. Right-click a blank area on the desktop.

   A shortcut menu appears.

2. Point to **Active Desktop**, and then click **View As Web Page**.

   A check mark appears next to your selection if Web content can appear on the desktop.

Note What you see on your Active Desktop varies depending on how Windows 98 is set up—your computer manufacturer may have provided a unique Active Desktop.

▶ To add an Active Desktop item

1. Right-click a blank area on the desktop.

   A shortcut menu appears.

2. Point to **Active Desktop**, and then click **Customize my Desktop.**
3. Click **New.**
4. If you want to add live desktop items, such as a stock ticker or news headlines, click **Yes** to visit the Active Desktop gallery on the Microsoft Web site; otherwise, click **No.**

   The New Active Desktop Item dialog box appears.

5. Type the location in the **Location** box, or click **Browse** to locate the item, and then click **OK.**

   The item is added to your Active Desktop.

▶ To refresh Web content on the Active Desktop

1. Right-click a blank area on the desktop.

   A shortcut menu appears.

2. Point to **Active Desktop**, and then click **Update Now.**

Displaying Web Content in Individual Windows

Just as you can display a Web page on your desktop, you can also display a Web page in an individual window. For example, using this Web integration feature, you can monitor weather, game scores, stock prices, or headlines—all in the window of your choice.

If you select art or a Web page as window background, you need to view that window as a Web page. That is, to display the background, you need to use Web style—or select the As Web Page option on the View menu.

▶ To add a background to a window

1. Double-click **My Computer**.

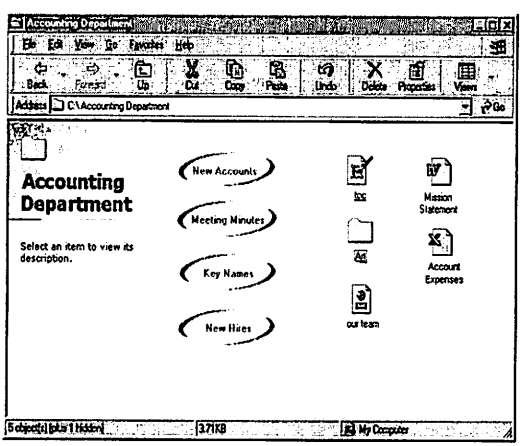
   The My Computer window appears.
2. Open the folder you want to customize.
3. On the **View** menu, click **Customize this Folder**, and then follow the instructions in the Customize this Folder wizard.

▶ To display a folder as a Web page

1. Double-click **My Computer**.

   The My Computer window appears.
2. Open the folder you want to view as a Web page.
3. On the **View** menu, click **as Web Page**.

   A window background appears.



Reading and Updating Web Content Offline

You can cut down on your Internet connection time by reading Web content offline. Reading offline means you can view a Web page even when your computer is not connected to the Internet. For example, you can view Web pages on your portable computer when you're on the road. Or you can read Web pages at home without tying up the phone line.

You can read any Web page offline. You can also set up any Web page as an *offline favorite,* which means the page is listed on your Favorites menu and can be automatically updated on a regular basis. When you set up an offline favorite, you can specify how much content you want available—just a specific Web page or all of its links—and choose how you want to update that content on your computer. If you view an offline page for which you specified no links, the mouse pointer indicates that links aren't available.

Reading Web content offline

Sometimes you find a Web page that you want to spend some time reading. If you don't want to stay connected to the Internet that long, you can read the page offline and then reconnect later to continue browsing.

▶ **To read a Web page offline**

1. Go to the Web page you want to read offline.
2. On the **File** menu, click **Work Offline**.

   A check mark appears next to your selection, indicating that you're disconnected from the Internet and that the current Web page is stored on your computer.

Setting Up Offline Favorites

Setting up Web pages as offline favorites is invaluable if you frequently visit certain Web sites looking for new content. Offline favorites work much like magazine subscriptions—new Web page content is delivered to your computer according to a schedule that you set up. This is called synchronizing. For example, you can schedule the latest financial news to be automatically *downloaded* every night while you sleep, and it will be ready for you in the morning.

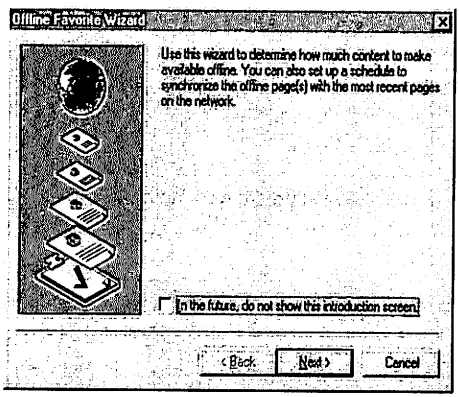
You can set up as an offline favorite any Web page that you visit. You can also choose whether you want the offline favorite to be synchronized on a schedule you set or only when you click Synchronize on the Tools menu. And if you want to know when your offline favorite has been updated, you can set up e-mail notification.

▶ **To set up a Web page as an offline favorite**

1. In Internet Explorer, go to the Web page that you want to read offline.
2. On the **Favorites** menu, click **Add to Favorites**.

   The Add Favorite dialog box appears.
3. Select **Make available offline**.
4. Click **Customize** to see the offline options.

   The Offline Favorite wizard starts.


Offline Favorite Wizard
Use this wizard to determine how much content to make available offline. You can also set up a schedule to synchronize the offline page(s) with the most recent pages on the network.
In the future, do not show this introduction screen.
< Back
Next >
Cancel

5. Follow the instructions in the Offline Favorite wizard.

▶ **To synchronize offline favorites manually**

1. Start Internet Explorer.

   You can connect or work offline.
2. On the **Tools** menu, click **Synchronize**.

   The Items to Synchronize dialog box appears.
3. Click the pages you want to synchronize, and then click **Synchronize**.

▶ **To change the synchronization schedule**

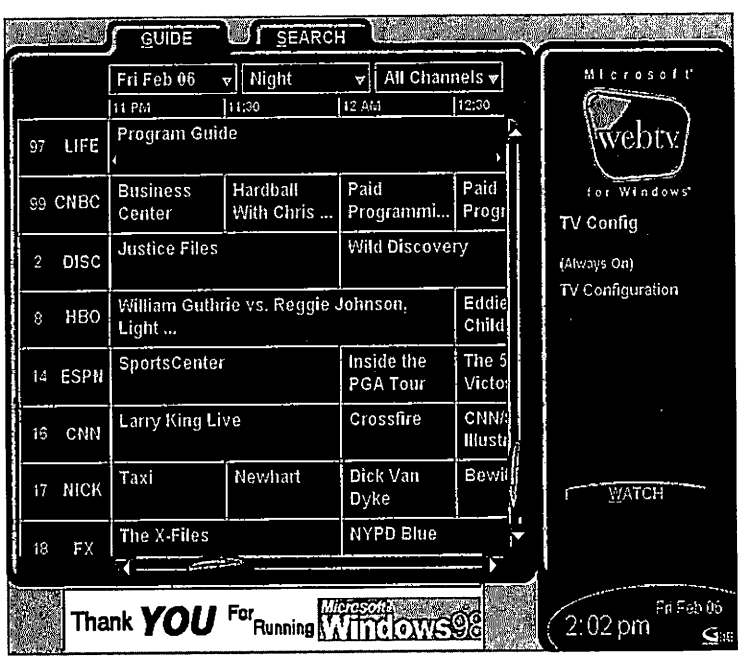
1. Double-click **My Computer**, or start Internet Explorer.
2. On the **Favorites** menu, right-click the offline favorite you want to change, and then click **Properties.**
3. On the **Schedule** tab, click the synchronization option you want, and then click **OK**.

▶ **To set up e-mail notification**

1. Double-click My Computer, or start Internet Explorer.
2. On the **Favorites** menu, right-click the offline favorite you want to set up, and then click **Properties**.
3. On the **Download** tab, in **When this page changes, send e-mail to**, type your e-mail address, and then click **OK**.

Watching TV on Your Computer

Windows 98 supports cable or broadcast TV. From your desktop, you can watch your favorite TV shows, search through program schedules, be reminded when your favorite shows are on, and block TV programs according to content. You don't have to have an Internet connection to use WebTV for Windows, but your computer has to have a compatible TV tuner card. Using WebTV for Windows, you can view the online Program Guide, which offers TV channel listings, previews, interactive features, TV schedule searching, and single-click VCR programming.



WebTV for Windows is an optional feature, so you may first have to install it.

▶ **To install WebTV for Windows**

1. Click the **Start** button, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs**.
3. Click the **Windows Setup** tab.
4. Select **WebTV for Windows**, and then click **OK**.
5. Follow the instructions that appear.

▶ **To start WebTV for Windows**

- Click the **Start** button, point to **Programs**, point to **Accessories**, point to **Entertainment**, and then click **WebTV for Windows**.

For more information about using WebTV for Windows, start WebTV for Windows and press F1.

Personalizing Your Desktop Display

In addition to customizing your computer by using the TV and Web-like options, you can personalize your desktop with pictures, patterns, and colors by using the Display control panel. You can display pictures, patterns, or even scanned photographs as your *wallpaper*, the background of your desktop. Using the different tabs in the Display Properties dialog box, you can also change the icons on your desktop, the colors of individual windows, and the size of the objects on your screen. You can even add items to your Active Desktop or set up a screen saver.

▶ **To open the Display control panel**

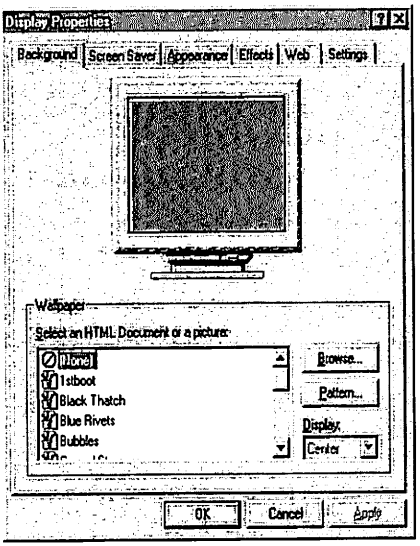
1. Click the **Start** button, point to **Settings**, and then click **Control Panel**.

   The Control Panel window appears.

2. Double-click **Display**.

   The Display Properties dialog box appears. To set wallpaper, select an image or click the **Browse** button. Click the other tabs in the dialog box to set up a screen saver, change the desktop and window colors, add Active Desktop items, change your screen resolution, and so on.

To see a description of any item in the dialog box, click the question mark button, and then click the item.



Customizing the Desktop for Multiple Users

You can set up different desktop configurations, or *profiles,* if more than one person uses the same computer. Each person logs on to Windows and sees his or her own customized settings, including desktop options, programs, Start menu, and Favorites. Because each user has a unique profile of settings, if one person makes changes, it doesn't affect another user's profile. Before you can use profiles, you must first set up a unique user name and password for each user.

▶ **To set up a user profile**

1. Click the **Start** button, point to **Settings**, and then click **Control Panel**.

   The Control Panel window appears.

2. Double-click **Users**.

   The Enable Multi-User Settings wizard starts.

3. Follow the instructions in the wizard.

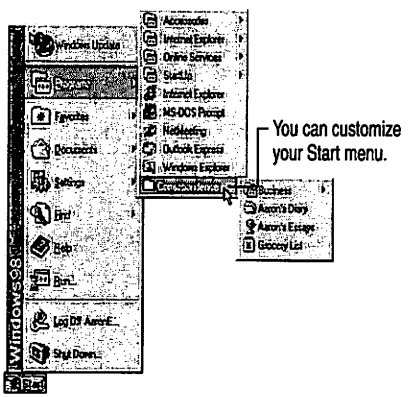
   Repeat this process for each user's personalized settings.

Customizing the Start Menu and the Taskbar

You can rearrange items on the Start menu by dragging them to another location on the Start menu.

You can customize the Start menu to help you work more efficiently. If you add folders or files that you open frequently, you can open them quickly from the Start menu. Or you can create your own groups of files and *programs*. You can also add items to or remove them from the Start menu. For example, you can reduce the size of the Start menu by removing a program that you no longer use.

If you remove an item from the Start menu, you're not uninstalling the program or removing it from your computer. For more information, see "Adding and Removing Programs" in Chapter 3, "Using Your Desktop."



▶ To customize the Start menu

1. Click the **Start** button, point to **Settings**, and then click **Taskbar & Start Menu**.

   The Taskbar Properties dialog box appears.

2. Click the **Start Menu Programs** tab.
3. Click **Add** or **Remove**, and then follow the instructions that appear.

To set the date and time, double-click the clock on the right end of the taskbar.

You can also customize the taskbar to suit your needs. The taskbar is located at the bottom of the desktop by *default*, but you can drag it to any side of the desktop. You can also hide the taskbar until you want to use it, or you can always display the taskbar on top of other windows.

▶ To customize the taskbar

1. Click the **Start** button, point to **Settings**, and then click **Taskbar & Start Menu**.

   The Taskbar Properties dialog box appears.

2. Select the taskbar options you want, and then click **OK**.

▶ **To move the taskbar**

- Drag the taskbar to any edge of the desktop.

For information about adding toolbars to your taskbar, see "Using Toolbars," earlier in this chapter.

Using Multiple Monitors

With Windows 98, you can connect up to nine monitors to your computer. You can set up these monitors like one large desktop, or you can set them up to show a different program on each monitor. For example, you could have a financial report open in Word on one monitor, have a quarterly budget spreadsheet open in Microsoft® Excel on another monitor, and refer to the budget while you write the report.

To set up multiple monitors, you must have a PCI graphics adapter for each monitor you want to connect to your computer. The multiple monitor feature supports only PCI graphics adapters at this time.

With your computer off, install the PCI graphics adapters in your computer, connect a monitor to each, and then turn on your computer. Windows 98 detects the multiple graphics adapters and prompts you through their setup.

Note If you're unsure how to install a PCI graphics adapter, or if your warranty will be voided by installing your own hardware, you should contact an authorized service center to install it for you.

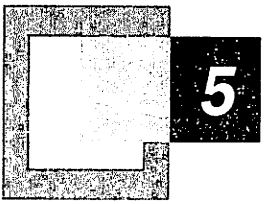
You can change the settings for each monitor in the Settings tab of the Display control panel. Your primary monitor is the one connected to the graphics adapter in the first open PCI slot.

Note You don't need to install Windows 98 before you install the multiple graphics adapters. Windows 98 will detect them during the initial setup. However, if you have a graphics adapter built into your motherboard, you must install Windows 98 first and then any additional graphics adapters. If you don't, Windows 98 might not detect the graphics adapter on your motherboard.

For more information about multiple monitors, look up "multiple display support" on the Index tab in Windows Help.

CHAPTER 5

Using the Internet



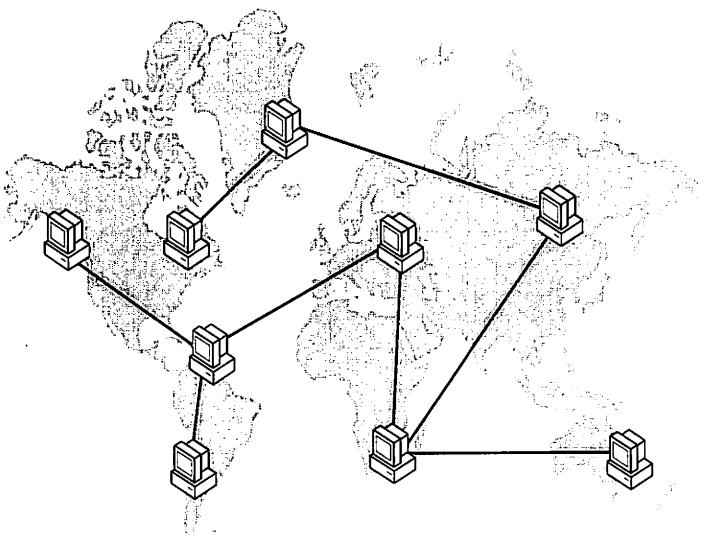
This chapter introduces the Internet, describes how to connect to the Internet using the Internet Connection wizard, and explains how you can explore the content of the Internet.

Contents

Internet Basics
Connecting to the Internet
    Selecting Options in the Internet Connection Wizard
    Setting Up Your E-mail Account
Exploring the Internet

Internet Basics

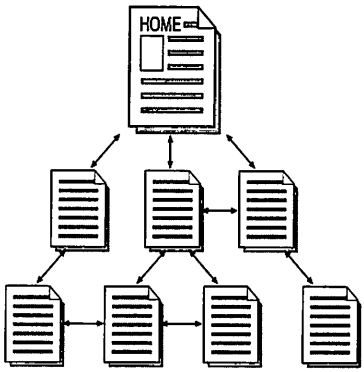
The *Internet* is essentially a large number of connected computers. A computer on the Internet can be located anywhere in the world, so you can communicate with someone over the Internet no matter where that person lives.



The Internet contains several different types of information, including *e-mail*, newsgroups, and the World Wide Web.

Feature	Software needed (example)	What can I do with this program?
E-mail	E-mail software (Outlook Express, Microsoft Exchange)	Send messages and documents.
Newsgroups	News reader (Outlook Express, Internet News)	Read messages on various topics.
Web	Web browsing software	Read documents, listen to music, watch videos, make purchases, participate in surveys, advertise products, do research, share interests, and download files.

The *World Wide Web* is the graphical, multimedia portion of the Internet. To view files on the Web, you need Web browsing software. You use this software to view different locations on the Web, which are known as *Web pages*. A group of Web pages is a *Web site*. The first page of a Web site is often called the *home page*.



Just as each household in the world has a unique address, each Web page in the world has a unique Internet *address*, sometimes called a *URL*. For example, the Internet address of the Windows home page is

```
http://www.microsoft.com/windows
```

Connecting to the Internet

Using the Internet Connection wizard, you can quickly set up an Internet account and connection. To use the Internet, you need a modem and a phone line or your computer needs to be connected to a network. If you're connecting by using a modem, you sign up with an Internet service provider or an *online service*. An *Internet service provider* (ISP) is a company that provides Internet connections. An online service—a subcategory of ISPs—provides the Internet connection and many additional services. Well-known online services include The Microsoft Network (MSN) and America Online® (AOL).

If your computer isn't already connected to the Internet, the Connect to the Internet icon appears on your desktop. You can start the Internet Connection wizard by double-clicking the Connect to the Internet icon, or you can use the following procedure.

▶ **To start the Internet Connection wizard**

- Click **Start**, point to **Programs**, point to **Accessories**, point to **Internet Tools**, and then click **Internet Connection Wizard**.

  The Internet Connection wizard starts.

Important You may be prompted to restart your computer during the Internet connection process, so save and close any open documents before you proceed.

Selecting Options in the Internet Connection Wizard

The Internet Connection wizard asks you to make some selections and provide certain information. The following sections describe the information required for each connection type.

Connecting Through a Modem

If you're connecting to the Internet using a modem and an Internet Service Provider (ISP), your ISP will supply most of the information you need. You'll also need to provide the following information.

Information for a new Internet account

Information	Needed for
The ISP you want to use	Choosing an ISP
Your address and billing information	Payment for your ISP account

Information for an existing Internet account

Information	Needed for
The ISP you want to use	Connecting to your ISP
Your e-mail or user name and password	Logging on to your account

The wizard lists common ISPs. If your ISP isn't listed, you might also need the information in the following table.

Information	Needed for
ISP dial-in phone number	Connecting to your ISP
Advanced settings such as the Internet Protocol (IP) or IP address	An ISP that requires you to change these settings
E-mail address, the server type your ISP uses (POP3 or IMAP), the names of the servers that process your incoming mail and outgoing mail, whether your ISP requires Secure Password Authentication	E-mail

Connecting Through a Network

If you're connecting to the Internet through a *local area network (LAN)* or wide area network (WAN), the network administrator can supply the following information.

You can learn about manually changing your Internet configuration in Chapter 6.

Information	Needed for
Name of the proxy server and any proxy server exceptions	Connecting to the Internet using a LAN that uses a proxy server
Connection name, user name, and password	Logging on to a network
E-mail address, the server type your network uses (POP3 or IMAP), and the names of the servers that process your incoming mail and outgoing mail	E-mail

Setting Up Your E-mail Account

If you choose to set up an e-mail account in the Internet Connection wizard, you can use Outlook Express to send and receive e-mail over the Internet. If you already have e-mail, you don't need to switch to Outlook Express. Switching converts all of your current mail options to work with Outlook Express.

After you set up Outlook Express, just double-click the Outlook Express icon on the desktop to begin sending and receiving e-mail.

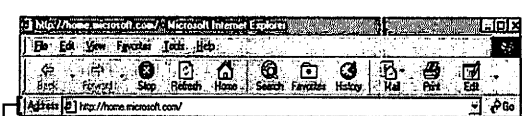
Exploring the Internet

When you use Internet Explorer, you don't have to type http:// before the beginning of a Web address.

You can browse Web pages—or "surf the Net"—in several ways. You can open any Web page by typing its address in the Address box of your Web browsing software. And when you're viewing a Web page, you can navigate the Internet by clicking *links*—underlined text or special pictures that cause you to *jump* to another Web page. When you move the mouse pointer over a link, the mouse pointer changes to a hand. When you click a link, another Web page appears.

To see all of the buttons on the toolbar, you may need to increase the size of the Internet Explorer window.

You can also use *toolbar* buttons to move between Web pages, to search the Internet, or to *refresh* a Web page's content.



The following table describes the Internet Explorer toolbar buttons and how you can use them to navigate the Internet.

Button	Description
Back	Moves to a previously viewed Web page.
Forward	Moves to the next Web page.

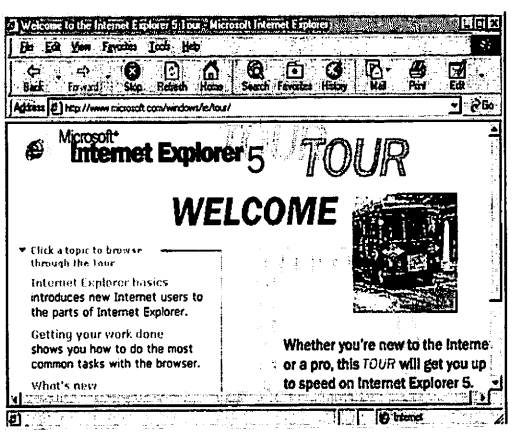
Button	Description
Stop	Stops the downloading of a Web page.
Refresh	Updates the currently displayed Web page (reloads the currently displayed page).
Home	Jumps to your home page.
Search	Opens a Web page that lists the available search engines.
Favorites	Displays a list of Web pages you've designated as your favorites.
History	Displays a list of recently visited sites.
Mail	Opens Outlook Express or Internet News.
Print	Prints a Web page.
Edit	Opens Windows Notepad so you can edit a Web page.

To learn more about using Internet Explorer, take the Internet Explorer Tour.

▶ To open the Internet Explorer Tour

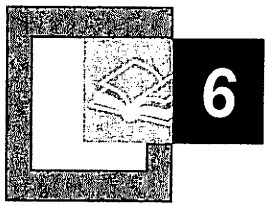
1. On the desktop, double-click **Internet Explorer**.
2. On the **Help** menu, click **Tour**.

   The tour starts.


Microsoft Internet Explorer 5 TOUR
WELCOME
Click a topic to browse through the tour
Internet Explorer basics introduces new Internet users to the parts of Internet Explorer.
Getting your work done shows you how to do the most common tasks with the browser.
What's new
Whether you're new to the Interne or a pro, this TOUR will get you up to speed on Internet Explorer 5.

CHAPTER 6

Advanced Issues



This chapter covers a wide variety of topics, ranging from using the online troubleshooters to connecting to printers and networks. You can read about backing up files, the FAT32 file system, disk defragmentation, and more. You'll also find a list of answers to some common questions, such as what an Active Desktop is or why a certain feature isn't installed.

Contents

Using Troubleshooters
Maintaining Your Computer
Backing Up Your Files
  Backing Up Files Before Installing Windows 98
  Backing Up Files After Installing Windows 98
Using the Startup Disk
Uninstalling Windows 98
Using the FAT32 File System
  Understanding How Information Is Stored
  Converting to FAT32
Defragmenting Your Hard Disk
Using Your Computer on a Network
  Introducing Home Networking
  Setting Up a Home Network
  Connecting to a Local or Wide Area Network
  Sharing Folders and Printers
  Using Dial-Up Networking
Configuring Your Internet Connection Manually
Logging On Manually to an ISP
Printing
  Setting Up a Printer
  Determining the Default Printer
  Printing a Document

Frequently Asked Questions
- Printing
- Desktop Options
- The Internet
- General Issues

Using Troubleshooters

If you're having a problem with your hardware or software, first check the troubleshooters available in Windows Help. The extensive troubleshooters help you diagnose common problems and determine how best to fix them.

Updated and additional troubleshooters are available on the Support Online Web site.

Note To see the latest troubleshooting information, you can connect to Support Online by clicking the Web Help button in Windows Help or by connecting to http://support.microsoft.com/support/

In the troubleshooters, you can find information about topics such as:

- Networking
- Modems
- Startup and Shutdown
- Printing
- DriveSpace 3
- Memory
- MS-DOS programs
- Display
- DirectX®
- Sound
- The Microsoft Network
- Hardware Conflicts
- Dial-Up Networking
- Direct Cable Connections
- PC Cards

▶ **To open a troubleshooter in Windows 98 Help**

1. Click **Start**, and then click **Help**.
2. On the **Contents** tab, click **Troubleshooting**, click **Windows 98 Troubleshooters**, and then click the topic you want.

Maintaining Your Computer

You can use the Maintenance wizard to check your hard disk for problems, manage hard disk space more efficiently, delete unnecessary files, and make your programs run faster. The Maintenance wizard combines the functions of ScanDisk, Disk Cleanup, Disk Defragmenter, Compression Agent, and other tools in one easy-to-use feature. You can even schedule these tools to run on a regular basis.

Note You can use Compression Agent to compress files only on drives compressed by DriveSpace 3. For more information about DriveSpace 3, see Windows Help.

▶ **To start the Maintenance wizard**

- Click **Start**, point to **Programs**, point to **Accessories**, point to **System Tools**, and then click **Maintenance Wizard**.

  The Maintenance wizard starts. Follow the instructions that appear.

Backing Up Your Files

How you back up your files depends on your current *operating system.*

Backing Up Files Before Installing Windows 98

Before installing Windows 98, you should back up your current files. The following procedures describe how to back up your files from Windows 3.1 and Windows 95. If you're currently using another operating system, you should see its documentation for information about backing up files.

Backing up your files in Windows 3.1

Before backing up your files, be sure the Windows Backup tool is installed on your computer. To do this, open the Microsoft Tools program group. If the Backup icon is present, Windows Backup is already installed.

If there is no Microsoft Tools program group, or if it doesn't include the Backup icon, you need to install the Backup tool. Because the Windows Backup tool is

installed during MS-DOS Setup, reinstall MS-DOS and select Windows Backup when prompted.

▶ **To back up files in Windows 3.1**

1. In the **Microsoft Tools** program group, double-click **Backup**.

   If this is the first time you've used Microsoft Backup, you're prompted to configure it before performing your first backup. Click **Yes**. During the configuration process, Backup automatically creates a test backup of your MS-DOS folder. Follow the prompts to complete the test backup.
2. In the **Microsoft Backup** dialog box, click **Backup**.
3. In **Backup From**, select the source drive (the drive you want to copy from).
4. In **Backup To**, select the destination drive (the drive you want to copy to).
5. To select all files on the drive, double-click the drive letter in **Backup From**.

   To select specific files or folders for backup, click **Select Files**.
   - Double-click any folder you want to back up.

     -Or-
   - To back up individual files in a folder, click the folder once, and then right-click each file you want to back up.
6. Click **OK** when you're finished.
7. In **Backup Type**, select a backup type. Click **Help**, and then click **Backup** for an explanation of each backup type.
8. Click **Start Backup** to begin the backup process, click **OK**, and then follow the instructions that appear on your screen.

For more information about Backup, see Windows 3.1 online Help.

Backing up your files in Windows 95

Before backing up your files, be sure that the Windows 95 Backup tool is installed. If Backup appears in Add/Remove Programs in Control Panel, you can skip the following procedure and begin backing up.

▶ **To install the Backup program in Windows 95**

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs**, click the **Windows Setup** tab, and then select **Disk Tools**.
3. Click **Details**, select **Backup**, click **OK**, and then click **OK** again.
4. Insert your Windows 95 Setup disk or CD when prompted, and then click **OK**.

▶ **To back up files in Windows 95**

1. Click **Start**, point to **Programs**, point to **Accessories**, point to **System Tools**, and then click **Backup**.
2. Read the information in the **Welcome to Microsoft Backup** dialog box, and then click **OK**.

   Microsoft Backup starts.
3. Read the **Full System Backup** information, and then click **OK**.
4. Select each item you want to back up. To see folder contents, click the plus (+) sign to the left of each folder.
5. Click **Next Step**.
6. Click the device on which you want to store the backup files. For example, if you have a tape drive, click the tape drive icon.
7. Make sure you have a tape or disk in the backup drive, and then click **Start Backup**.
8. When prompted for a **Backup Set Label**, type a name for the backup. You can also set a password. Click **OK**.

A message indicates when Backup is complete. If any errors occur during Backup, they're noted in the lower left of the Backup dialog box.

Backing Up Files After Installing Windows 98

In Windows 98, you can use Microsoft Backup to back up your files to floppy disks, a tape drive, a removable storage device, or another computer on your network. If the data on your hard disk is damaged, you can restore copies of your files from your backup.

You can back up all of the files on your computer, or you can select specific folders and files to back up. It's recommended that you back up your files on a regular basis. If your hard disk is damaged, you'll be able to retrieve information you backed up.

For more information about the Backup program, see Windows Help.

Note For a list of hardware that's compatible with the Backup program, visit the Microsoft Hardware Compatibility List Web page at http://www.microsoft.com/windows/compatible

---

▶ **To install the Backup program in Windows 98**

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Add/Remove Programs**.

   The Add/Remove Programs Properties dialog box appears.
2. Click the **Windows Setup** tab, and then select **System Tools**.
3. Click **Details**, select **Backup**, click **OK**, and then click **OK** again.
4. Insert your Windows 98 Setup disk or CD when prompted, and then click **OK**.

▶ **To back up files in Windows 98**

1. Click **Start**, point to **Programs**, point to **Accessories**, point to **System Tools**, and then click **Backup**.

   The Microsoft Backup dialog box appears.
2. Follow the instructions on your screen.

Using the Startup Disk

If you have problems with Setup or have trouble starting Windows 98, you can use a Startup Disk to start your computer and run Setup or to gain access to your system files. If you have problems with your hard disk, for example, you can use a Startup Disk to start your computer and troubleshoot your hard disk.

You're prompted to create a Startup Disk during Setup. If you want to create another Startup Disk after you install Windows 98, you easily can. You can even save a specific startup configuration on a disk. For example, you can save the specific drivers for your computer on a Startup Disk.

The Startup Disk contains generic CD-ROM drivers, which you can use if your computer has difficulty communicating with your CD-ROM drive. To use these drivers, select the CD-ROM drive option.

Important Startup disks created with previous versions of Windows aren't compatible with Windows 98.

▶ **To create a Startup Disk from within Windows 98**

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Add/Remove Programs**.

   The Add/Remove Programs Properties dialog box appears.
2. Click the **Startup Disk** tab, and then click **Create Disk**.
3. Label a floppy disk "Windows 98 Startup Disk," insert it into your floppy disk drive, and then click **OK**.

▶ **To start your computer using a Startup Disk**

1. Insert the Startup Disk into the floppy disk drive.
2. Restart your computer.

   The Microsoft Windows 98 Startup menu appears.
3. Type the number of the appropriate CD-ROM option, and then press ENTER.
4. Follow the instructions on your screen.

   After a series of scans, the MS-DOS prompt appears. From this prompt, you can gain access to the system files on the Startup Disk. For information about running Setup from a Startup Disk, see Chapter 2, "Installing Windows 98."

Note If you normally use a CD-ROM drive and you start your computer with a Startup Disk, the drive letter designated to the CD-ROM may change for that session. For example, if your CD-ROM is normally drive D, it might be temporarily changed to drive E.

Uninstalling Windows 98

During the upgrade from an earlier version of Windows to Windows 98, you have the option of saving your old system files. If you save your system files, you can uninstall Windows 98 and restore your earlier version of Windows.

Important This recovery capability is available only if you don't compress the hard disk on which Windows 98 is installed.

▶ **To uninstall Windows 98**

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Add/Remove Programs**.
2. On the **Install/Uninstall** tab, click **Uninstall Windows 98**, and then click **Add/Remove**.
3. Click **Yes**, and then click **Yes** again.

   Your hard disk is checked for errors.
4. After the disk check is complete, click **Yes** to continue.

   Your computer restarts, and your previous version of Windows is restored.
5. Remove any floppy disks, and then press ENTER when prompted.

   Your previous version of Windows starts.

Using the FAT32 File System

When you save files, your computer uses a *file system* to control how your files and folders are stored on your hard disk. Earlier versions of MS-DOS and Windows use the FAT16 file system exclusively. Windows 98 generally uses FAT16 by default, but you have the option of using FAT32, an enhanced file system that can improve disk performance and increase available disk space.

Understanding How Information Is Stored

When you save a file or install a program, your computer stores the information on your hard disk in small areas called clusters. The smaller the cluster size you use, the more efficiently your disk stores information. Cluster size depends on the size of your partition, and partition size depends on the file system you use. By default, most computers use just one partition.

For information about dividing your disk into partitions, consult the *Windows 98 Resource Kit*.

The following table illustrates the larger partition size and smaller cluster size available through the FAT32 file system. Partitions larger than 2 gigabytes (GB) aren't supported with FAT16, and partitions smaller than 512 megabytes (MB) aren't supported with FAT32.

Partition size	FAT16 cluster size	FAT32 cluster size
32 MB	2 KB (kilobytes)	—
128 MB	2 KB	—
256 MB	4 KB	—
512 MB	8 KB	4 KB
1 GB	16 KB	4 KB
2 GB	32 KB	4 KB
3 GB–7 GB	—	4 KB
8 GB–16 GB	—	8 KB
16 GB–32 GB	—	16 KB
Larger than 32 GB	—	32 KB

If your hard disk is smaller than 2 GB and your computer uses the FAT16 file system, you may not see much improvement if you convert to FAT32. But you may want to convert to FAT32 if your hard disk is between 2 GB and 2 terabytes (TB) and you want to improve its efficiency.

The FAT32 file system has the following advantages over FAT16:

- It allows programs to open more quickly, on average, 36 percent faster.
- It uses a smaller cluster size, resulting in more efficient use of disk space—on average, 28 percent more disk space.
- It allows a hard disk of up to 2 TB to be formatted as a single drive, eliminating the need to partition the hard disk.
- It can relocate the root directory and use backup copies of the *file allocation table (FAT)*, making your computer less vulnerable to crashes.

Converting to FAT32

You can use the FAT32 conversion tool to easily convert your hard disk to the FAT32 file system. However, before you convert file systems, you should read the following information carefully:

- If you didn't make a Windows 98 Startup Disk, before you convert to FAT32, you should create one by following the steps in the "Using the Startup Disk" section earlier in this chapter.
- You shouldn't convert any drives on which you also want to run an operating system that doesn't support FAT32. Also, if you're running Windows 98 and another operating system in a dual-boot environment, converting your primary disk drive to FAT32 may cause the other operating system to be unusable. This is true even if the other operating system is installed on a different drive.
- If anti-virus software is running, it may detect the request to update the partition table and boot record and prompt you to allow the updates. If this occurs, instruct the anti-virus software to allow the updates.
- Once you convert to FAT32, you can't compress stored information or convert back to FAT16 unless you use a third-party partition management utility designed for that purpose.
- If you have a removable disk that you use with another operating system, don't convert to FAT32.
- Hibernate features may not work on a FAT32 drive. Hibernate features are those that allow some computers to enter a suspend state, with all power turned off.
- If you convert your hard drive to FAT32, you cannot uninstall Windows 98.
- Although most programs aren't affected by the conversion from FAT16 to FAT32, some older disk utilities that depend on FAT16 don't work with FAT32 drives. Contact your disk utility manufacturer to see if there is an updated version that is compatible with FAT32.

A FAT32 drive can be shared across a network by computers running MS-DOS, Windows 3.1, Windows 95, or Windows NT® version 4.0. In addition, MS-DOS version 7.1 (the version that ships with Windows 98) also supports FAT32.

▶ **To convert your file system to FAT32**

1. Click **Start**, point to **Programs**, point to **Accessories**, point to **System Tools**, and then click **Drive Converter (FAT32)**.

   The Drive Converter window appears.

2. Click **Next** when you've finished reading the information.
3. In **Drives**, click the drive to be converted, and then click **Next**.
4. Click **OK** to continue, or click **Cancel** to quit the Drive Converter wizard.

   The Drive Converter wizard searches for anti-virus programs or disk utilities that are incompatible with FAT32. If the wizard finds any incompatible programs, you can click **Details** to display a description of the problem. If no incompatible programs are found, click **Next**.

5. If you want to back up your files before converting to FAT32, click **Create Backup**. If you don't have the Backup program installed, you're prompted to install it.
6. When you're ready to continue, click **Next**, and then click **Next** again.

   Your computer restarts, and the conversion begins. It may take an hour or more to complete the defragmentation and conversion processes on large or very full drives.

   After the conversion completes, a message tells you whether the conversion was successful or unsuccessful.

Caution Your anti-virus software may detect that the partition table and boot record have changed and offer to "repair" them for you. Don't perform this repair. If you do, your computer boot record or partition table will be changed, and your drive and all of the data on it may become inaccessible.

---

7. If the conversion was successful, click **Finish**. The conversion is complete.

   If the conversion was unsuccessful, a message explains why the conversion failed.

Defragmenting Your Hard Disk

The Disk Defragmenter utility rearranges the data on your disk so that each file is stored in contiguous blocks, rather than being scattered across different areas of the disk. This *defragmentation* of stored information helps to speed disk performance. The time required for defragmentation depends on the size of your hard disk and the amount of data on the disk.

▶ **To defragment your hard disk**

1. Click **Start**, point to **Programs**, point to **Accessories**, point to **System Tools**, and then click **Disk Defragmenter**.
2. In the **Select Drive** dialog box, select the hard disk you want to defragment.
3. Close any open programs, and then click **OK**.

   Defragmentation begins.

Using Your Computer on a Network

This section describes how to connect your computer to a home network or to either a local or wide area network (LAN or WAN). In addition, this section describes how you can use a network to share folders and printers, and use the *Dial-Up Networking* feature.

For information about connecting to the *Internet,* see Chapter 5, "Using the Internet."

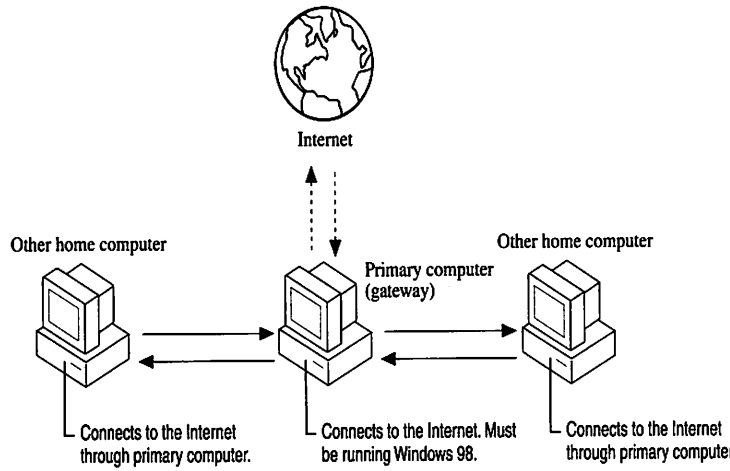
Introducing Home Networking

If you have more than one computer in your home, you've probably already wondered if there isn't some way to network these machines together and share resources such as printers or hard disk space. You may also be wondering about how to get all of your home computers onto the Internet simultaneously, without upgrading modems, spending money on extra phone lines, or hiring a computer consultant to figure everything out. That's where home networking comes in.

Home networking is composed of two concepts. The first involves the network of computers you connect together in your home, providing access from one computer to another. The second involves how that network is connected to the Internet, providing access from all computers on your home network to the Internet. This version of Microsoft Windows 98 likewise has two components to home networking: File and Printer Sharing and Internet Connection Sharing.

File and Printer Sharing services have been available to home-based networked computers since the introduction of Windows 95. These services allow computers connected together to have access to files on each other's hard drive and to each other's connected printers.

Microsoft Internet Connection Sharing provides secure access to the Internet for all computers connected to the home network through a single computer's Internet connection. This means that several family members can connect to the Internet, individually or at the same time, and tie up only one phone line. Each connected computer has the ability to use virtually any of the Internet services it could normally access if connected directly. This includes activities like Internet browsing, e-mail, multiplayer gaming, and chat sessions, to name a few.


Internet
Other home computer
Primary computer (gateway)
Other home computer
Connects to the Internet through primary computer.
Connects to the Internet. Must be running Windows 98.
Connects to the Internet through primary computer.

Home networking allows you to share files, printers, and a single Internet connection.

Note Home networking does not allow computers to share operating system or application software. You must acquire and dedicate the appropriate license(s) for each computer accessing, using, displaying, or running a software product. Please consult the license agreement(s) accompanying your software products.

Setting Up a Home Network

A home network is a type of local area network (LAN) that relies on a single computer, called a gateway, through which all the other computers in your home connect to the Internet. A list of the hardware and software you'll need to set up a home network includes the following:

- A primary computer, called a gateway, that will be your network's connection to the Internet (this computer must be running Microsoft Windows 98).
- Multiple computers running either Microsoft Windows 95 or Windows 98.
- A network connection device for each computer.
- Cabling and hubs depending on the type of connection devices you use.
- A single modem (or an ISDN or ADSL line) for the entire network.
- The Internet Connection Sharing service installed on the gateway computer (included in this version of Windows 98).
- Internet browser software installed on each computer (Internet Explorer 3.x or later, or Netscape Navigator 3.x or later).

- The correct Transmission Control Protocol/Internet Protocol (TCP/IP) drivers installed on each computer.

There are a few things you will need to do to prepare your home computers for home networking. A checklist includes the following:

- Get an Internet service provider (ISP) account and set it up on your primary computer (the gateway). The Microsoft Network (MSN) is an example of an ISP. ISP accounts come with their own software, e-mail services, and often their own browser software.
- Connect your primary computer to the Internet. For details, see Chapter 5, "Using the Internet."
- Select and install network connection devices, cabling, and hubs (if needed) for each computer in your network. These items are readily available through your local computer supply store. Store personnel can assist you in deciding which network connection devices to choose. (Some newer computers may have these devices already installed.)
- Check each computer to make sure it has the proper TCP/IP protocol installed. For more information, see the topic "TCP/IP" in Windows Help.
- Make sure each computer has Internet browser software installed. If you have a Windows 95 machine that does not have a browser installed, you can use the file sharing feature to copy a browser setup program from one that does (like a Windows 98 machine). Just connect the two machines (using proper cables) and follow the instructions for file sharing in Windows Help.

After you've completed these steps, you're ready to set up your home network. This process uses a wizard called the Internet Connection Sharing wizard to install the correct components for you. You run this wizard on the primary computer in your home network.

▶ To Set Up a Home Network

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Add/Remove Programs**.
2. Click the **Windows Setup** tab.
3. Double-click **Internet Tools**.
4. Check **Internet Connection Sharing**.
5. Click **OK**.
6. Follow the instructions on the screen.

Once the Internet Connection Sharing wizard process is complete, you'll need to configure the other computers in your home network to make sure that they can work with your primary computer.

▶ **To configure other computers on your home network**

1. Ensure that a network adapter is installed on each computer on your home network. If one is not already installed, see the documentation that came with the adapter to install the hardware.
2. Make sure that TCP/IP is installed and configured to assign IP addresses automatically to each computer on the home network. For more information, see the topic "TCP/IP" in Windows Help.
3. Configure applications that can connect to the Internet, such as Internet Explorer or Outlook Express, to use your home network (LAN) instead of connecting directly to the Internet (dial up). For more information, see the documentation that came with these applications.

More information on Internet Connection Sharing can be found in Windows Help in the topic "Connecting to Networks."

You can also use your home network to share files and printers. These functions operate as if your computers were part of a LAN or WAN. For details, see "Sharing Folders and Printers" later in this chapter.

Connecting to a Local or Wide Area Network

If the Network Neighborhood icon is on your Windows 98 desktop, your network connection is already set up, and you can skip this section.

Local or Wide Area Networks (LANs or WANs) are made up of client and server computers. A computer that connects to the network and uses shared resources is called a *client*. A central computer that contains shared information is called a *server*. This section explains setting up a client computer.

To connect to a network, you need the correct hardware installed in your computer. This includes a network adapter (network card or other device) and cables.

Along with additional hardware, your computer must have certain software components to communicate with the network. Software needed to connect a computer to a network includes the following:

- Client software, which allows your computer to connect to servers.
- A *protocol*, which is essentially the language your computer uses to communicate over the network. Several protocols are available. Two computers must use the same protocol to communicate with each other.
- Service software, which allows such functions as file and print sharing.

Before proceeding, you need to know which types of software to use. Ask your network administrator about client software and configuration options. Windows 98 also automatically detects and installs the other components you need in order to connect to the network. Windows 98 also automatically detects and installs TCP/IP networks during setup.

If you're connecting to another type of network, or if you're not connecting during Windows 98 installation, use the following procedure. This procedure assumes that your computer is already physically connected to the network—for instance, by network cable. You can also connect computers by serial or parallel cable.

For more information about individual connections, look up "Direct Cable Connection" on the Index tab in Windows Help.

▶ **To connect your computer to a network**

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Network**.
2. In the **Network** dialog box, click **Add**.
3. Click **Client**, and then click **Add**.

   A list of client software appears.
4. In the **Manufacturers** list, click the name of the manufacturer of your network software.
5. In the **Network Clients** list, select the client software you're using, and then click **OK**.

   The client software is added to your computer.
6. On the **Configuration** tab, select your client, and then click **Properties**.
7. Enter the configuration options for your network, and then click **OK**.

   If you don't know the options for your network, contact your network administrator.
8. Click **OK**, and then click **OK** again.

   The client software is installed, and your computer restarts.

Sharing Folders and Printers

If you set up a Microsoft or Novell network client, you can share your documents—and any printers attached to your computer—with other people on the network. To use file and print sharing, you must first choose which of two types of access you want to give other users.

- Share-level control is the default access setting. It lets you require a password for each shared resource.
- User-level control lets you specify who has access to each shared resource, but it doesn't let you require a password.

▶ **To change from share-level control to user-level control**

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Network**.
2. Click the **Access Control** tab, and then click **User-level access control**.
3. In **Obtain list of users and groups from**, type the name of the domain or server you want to use, and then click **OK**.

   You may be prompted to supply additional information about the domain or server you specified.
4. Restart your computer.

▶ **To set up file- and print-sharing services**

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Network**.
2. In the **Network** dialog box, click **File and Print Sharing**.
3. Select the check boxes for the sharing options you want, click **OK**, and then click **OK** again.

   A message prompts you to insert your Windows 98 CD or Setup disks so that File and Print Sharing can be installed. You must restart your computer before the new settings take effect.

After you've set up file- and print-sharing services, you can share a folder or printer.

▶ **To share a folder with share-level access control**

You can also use this procedure to share an entire disk drive. Instead of selecting a folder, select a drive icon.

1. In **My Computer**, right-click the folder you want to share, and then click **Sharing**.
2. In the **Properties** dialog box, click the **Sharing** tab, and then click **Shared As**.
3. In **Share Name**, type a name for the folder.

   In **Comment**, you can type a brief comment or a description of the folder.
4. In **Access Type**, click **Read Only**, **Full**, or **Depends on Password**.

   Regardless of which type of access you select, you have the option of adding a password.
5. Type a password if you want to use one, and then click **OK**.
6. Retype the password, and then click **OK**.

   The folder or printer icon changes to a folder or a printer with a hand, indicating that the item is now shared.

▶ **To share a folder with user-level access control**

1. In **My Computer**, right-click the folder you want to share, and then click **Sharing**.
2. On the **Sharing** tab, click **Shared As**.
3. In **Share Name**, type a name for the folder.

   In **Comment**, you can type a brief comment or a description of the folder.
4. Click **Add**.
5. In the **Add Users** dialog box, click the name(s) of the person(s) to whom you want to grant permissions.

   You can scroll the list of users, or you can simply type the name and the list will scroll automatically. If you want to grant the same permissions to everyone connected to your network, leave **The World** selected.
6. Click the type of access permissions you want to give the selected user(s).

   Read Only means the user has the ability to read, but not change, files.

   Full Access means the user has the ability to read, delete, and change files.

   Custom means the user has a combination of privileges that you specify.
7. When you're finished adding users and permissions, click **OK**.

▶ **To share a printer with share-level access control**

1. In **My Computer**, double-click the Printers folder.
2. Right-click the printer you want to share, and then click **Sharing**.
3. On the **Sharing** tab, click **Shared As**.
4. In **Share Name**, type a name for the printer.

   In **Comment**, you can type a brief comment or a description of the printer.

   In **Password**, you can type a password that a user must type to use the printer.
5. Click **OK**.

   If you typed a password, retype the password to verify it. Click **OK**.

▶ **To share a printer with user-level access control**

1. In **My Computer**, double-click the Printers folder.
2. Right-click the printer you want to share, and then click **Sharing**.
3. On the **Sharing** tab, click **Shared As**.
4. In **Share Name**, type a name for the printer.

   In **Comment**, you can type a brief comment or a description of the printer.
5. Click **Add**.

6. In the **Add Users** dialog box, click the names of the people to whom you want to grant permissions.

   You can scroll the list of users, or you can simply type the name and the list scrolls automatically. If you want to grant the same permissions to everyone connected to your network, leave **The World** selected.

7. Click **Full Access**.

   The names you chose move to the box on the right side of the screen.

8. When you're finished adding users and permissions, click **OK**.

Using files and printers controlled by other computers

If you have correct permissions, you can use files and printers that are shared on other computers.

▶ **To use a shared folder or printer**

1. Double-click **Network Neighborhood**.
2. Double-click the icon for the computer that controls the folder or printer you want to use.

   If the computer you're looking for isn't in your workgroup or domain, first click **Entire Network**, and then double-click the appropriate workgroup or domain.

3. To use a shared folder or printer, double-click its icon.

Using Dial-Up Networking

If the Dial-Up Networking icon doesn't appear in the My Computer window, you must install the component.

You can use a phone line and your modem to connect to your office network or an Internet service provider (ISP). By using Dial-Up Networking, you can use any shared resource (such as e-mail or a folder) to which you have access.

For you to connect two computers through Dial-Up Networking, both computers must have modems installed, both computers must have Dial-Up Networking set up, and the computer to which you want to connect must be set up as a server.

If there's no Dial-Up Networking icon in the My Computer window, you can use the following procedure to install this feature.

▶ **To install Dial-Up Networking**

1. Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Add/Remove Programs**.
2. Click the **Windows Setup** tab, click **Communications**, and then click **Details**.

3. Select the **Dial-Up Networking** check box, and then click **OK**. Click **OK** again, and then follow the instructions that appear on your screen.

Important After you install Dial-Up Networking on the computer you want to dial into, be sure to share the folders you want to use.

With Dial-Up Networking you can create an individual icon for each phone number you call. For example, you can have an icon for your employer's server and one for MSN. When you set up a new connection, an icon is created in the Dial-Up Networking folder.

▶ **To create a connection**

1. Double-click **My Computer**, and then double-click **Dial-Up Networking**.
2. Double-click **Make New Connection**, and then follow the instructions in the Dial-Up Networking wizard.

The behavior of each connection is controlled by the properties of the icon. To view or modify these properties, right-click the icon, and then click Properties.

The Server Types tab should indicate the server this connection will dial, as specified by your network administrator. The following settings usually work:

- The default setting, PPP, is correct for most servers, including most Internet servers and newer Novell NetWare servers.
- If you're connecting to an older Novell NetWare server, select NRN.
- If you're connecting to a Unix network, select CSLIP or SLIP, as directed by your network administrator.
- If you're connecting to a server running Windows for Workgroups, Windows NT, or Windows 2000, select that server type.

For most connections, the default settings on the rest of the tab are correct.

For more information about networking, look up the following topics in Windows Help:

- "Dial-Up Networking" on the Index tab.
- "Dial-Up Networking" under Troubleshooting, Windows 98 Troubleshooters on the Contents tab.
- "Modem" under Troubleshooting, Windows 98 Troubleshooters on the Contents tab.

Configuring Your Internet Connection Manually

This section describes how to manually change your existing Internet settings. For basic information about automatically connecting to the Internet, see Chapter 5, "Using the Internet."

When you set up Internet connections, an icon for each connection appears in the Dial-Up Networking folder, which you can find in My Computer. If you connect to multiple Internet service providers (ISPs), you'll create multiple icons in this folder. Each connection may have different dialing properties, including different phone numbers, a different user name and password, or other settings. This section describes how to manually change three of those settings: protocols, IP addresses, and DNS addresses.

Changing Your Internet Protocol

Essentially, a protocol is the language that two computers use to communicate. Most ISPs use the PPP protocol when connecting your computer to the Internet. Some ISPs use other protocols, such as SLIP or CSLIP. Your ISP should tell you what protocol to use or provide you with a setup program that selects a protocol automatically.

▶ **To change your Internet protocol**

1. In the Dial-Up Networking folder, right-click the icon for the connection you want to change.
2. In the shortcut menu that appears, click **Properties**.
3. Click the **Server Types** tab.
4. In **Type of Dial-Up Server**, select an Internet protocol from the list, and then click **OK**.

Note If you're using a modem to connect to the Internet, you can speed up the initial connection process by clearing the check boxes for **Log on to a network**, **NetBEUI**, and **IPX/SPX Compatible**.

Entering Your IP Address Manually

Every computer connected to the Internet has an IP address, a unique number that identifies one computer to the others. When you connect, your ISP usually grants your computer an IP address automatically. In some cases, though, you need to enter the IP address manually. Your ISP should tell you if this is the case and provide you with an IP address.

▶ **To enter an IP address manually**

1. In the Dial-Up Networking folder, right-click the icon for the connection you want to change.
2. In the shortcut menu that appears, click **Properties**.
3. Click the **Server Types** tab.
4. Click **TCP/IP Settings**, and then select **Specify an IP address**.
5. In **IP address**, type the IP address provided by your ISP, and then click **OK**.

Entering Your DNS Address Manually

To find addresses on the Internet, your computer needs to connect to a Domain Name Server (DNS), which assigns IP addresses. In most cases, a DNS address is automatically assigned by your ISP. If your ISP requires that you set the DNS address on your computer, you need to enter the address manually.

▶ **To enter a DNS address manually**

1. In the Dial-Up Networking folder, right-click the icon for the connection you want to change.
2. In the shortcut menu that appears, click **Properties**.
3. Click the **Server Types** tab.
4. Click **TCP/IP Settings**, and then select **Specify name server addresses**.
5. In **Primary DNS**, type the DNS address provided by your ISP. You can also enter a secondary DNS address, if needed. Click **OK** when you're finished.

Logging On Manually to an ISP

After you've made a connection to an ISP, you log on to its network automatically in most cases. An ISP using an older server might require that you use a terminal window to log on manually. Your ISP will tell you if you need to do this.

▶ **To set a connection for opening a terminal window**

1. In the Dial-Up Networking folder, right-click the icon for the connection you want to change.
2. In the shortcut menu that appears, click **Properties**.
3. On the **General** tab, click **Configure**.
4. Click the **Options** tab, select an option in **Connection control**, and then click **OK**.

Every time you use this connection, the Terminal Screen appears. In this screen, the ISP prompts you for information (such as a preassigned user name and password). You'll type the appropriate information after each prompt. The ISP

then connects you to the Internet. If you frequently use this connection, you can automate the logon process by using a script.

For information about script files and Dial-Up Networking, see Windows Help.

Printing

In Windows 98, you can use the Add Printer wizard to quickly set up printers, select default printers, and change printer settings. The wizard guides you step-by-step through printer setup.

For additional information about printing, look up "Printing" on the Contents tab in Windows Help. For step-by-step assistance with identifying and correcting a printing problem, see "Print" under Troubleshooting on the Contents tab in Windows Help.

Setting Up a Printer

Before you begin, make sure your printer is correctly connected to your computer, that the power is on, and that you know the make and model of the printer. If you're planning to use a printer shared over a network, you may also need to know the *path* (for example, \\accounting\printer1). You can also browse for the printer in Network Neighborhood and then double-click the printer icon to set up the printer.

Note If any printers are already set up, their icons appear in the Printers folder. To view the Printers folder, click the **Start** button, point to **Settings**, and then click **Printers**.

▶ **To set up a printer**

1. Click **Start**, point to **Settings**, click **Printers**, and then double-click **Add Printer**.
2. Follow the instructions that appear. The remaining steps vary depending on whether you choose to set up a local printer or a network printer.
   - In most cases, if you're setting up a printer that's attached to your computer, you should choose LPT1 as the port.
   - If you're setting up a network printer, you're prompted to type the network path or queue name. If you don't know this information, click **Browse** to locate the printer, or ask your network administrator.
3. When you finish, the icon for your printer appears in the Printers folder. Your printer is ready for use.

Determining the Default Printer

Your print jobs are always sent to the default printer unless you specify otherwise. In the Printers dialog box, the default printer has a check mark beside its icon. You can change your default printer at any time.

▶ **To set a default printer**

1. Click **Start**, point to **Settings**, and then click **Printers**.
2. Right-click the icon of the printer you want to set as the default.

   A shortcut menu appears.
3. Select **Set as Default**.

Printing a Document

After you set up a printer, you can easily print your documents. In many programs, the Print command is available on the File menu.

▶ **To print an open document**

- On the **File** menu, click **Print**.

Frequently Asked Questions

The following list of frequently asked questions (FAQ) provides a quick way for you to find answers to common questions about Windows 98. For the latest information about these and other Windows 98 issues, visit the Support Online Web site at the following address:

`http://support.microsoft.com/support`

Printing

Do I have to add a printer during Setup?

If during Setup you're asked to add a printer, you can skip this step by clicking Cancel. You can add a printer later by using the Add Printer wizard.

For information about adding a printer after Windows is installed, see "Setting Up a Printer," earlier in this chapter.

Why won't my document print?

For step-by-step assistance with identifying and correcting a printing problem, see "Print" under Troubleshooting on the Contents tab in Windows Help.

How can I troubleshoot my network printing setup?

If you're having trouble printing to a network printer, you should perform the following checks:

- Make sure you have the appropriate permissions to access the network printer. You may need to ask your network administrator to give you the proper rights.
- Make sure you use the correct syntax when typing the printer name. You must use two backslashes to begin a printer share name. For example, a printer share name could look like this: \\accounting\printer1

Desktop Options

How can I change to the single-click option?

By default, you open files and folders by double-clicking their icons. If you prefer more Web-like navigation, you can easily change to single-click browsing. To change your browsing options, you change your desktop style. For information about changing desktop styles, see "Choosing a Desktop Style" in Chapter 4, "Customizing Your Desktop."

What is the Active Desktop?

Using the Active Desktop, you can display Web content as your *wallpaper*. The content can include Web pages or documents. Whether you use a Web or Classic style desktop, you can use the Active Desktop feature. For more information, see "Using the Active Desktop" in Chapter 4, "Customizing Your Desktop."

Can I make my desktop look and act like Windows 95?

You can turn off any or all of the following features: single-clicking, the Active Desktop, and Web-like folder view. For information about turning these features off, see Chapter 4, "Customizing Your Desktop."

Next, you need to hide the Active Desktop, if it's showing. To hide the Active Desktop, you right-click a blank area of the desktop, point to **Active Desktop**, and then click to remove the **View As Web Page** check mark.

Finally, you need to hide any toolbars displayed on the taskbar and in windows. To remove a toolbar from the taskbar, right-click a blank area on the taskbar, point to **Toolbars**, and then click the name of the toolbar.

The Internet

Why does the Internet Connection wizard open?

The Internet Connection wizard collects information required for you to use the Internet. The wizard may open the first time you open a Web page or *HTML* file. To read more about the wizard, see "Connecting to the Internet" in Chapter 5, "Using the Internet."

Why am I getting a "Navigation Canceled" message?

If you aren't connected to the Internet, you might receive this message when you try to jump to a Web page or use the Search *Explorer Bar*. See "Why do I receive an error message when I'm connecting to a Web page?" for more solutions.

Why do I receive an error message when I'm connecting to a Web page?

Occasionally, the Web page you want to view won't open. When this happens, you receive an error message in a dialog box or on a Web page. For example, you may receive the error message "HTTP/1.0 404 Object Not Found," which means that the Web page you're trying to view might not exist.

Often, the only alternative is to try connecting to the site at a later time, but there are other solutions you can try:

- Update the page by clicking **Refresh**.
- Click **Back** to return to the page you were just viewing, and then click the link to the page you want to view.
- If you typed an address for a Web site, check for errors.
- Display a different site. If you can connect to another site, the Web page you originally tried to visit either doesn't exist or is malfunctioning.
- If you can't connect to any Web site, then the problem is probably with your Internet connection. Make sure you're still connected to your ISP and that your modem is working.

General Issues

Why can't I find a certain feature?

Many Windows 98 features—such as games, accessibility options, WebTV for Windows, Backup, and multimedia tools—are optional components. If you can't locate a feature, it might not have been installed during Windows installation. To install an option after Windows 98 is already installed, double-click the **Add/Remove Programs** icon in Control Panel, click the **Windows Setup** tab, select the item you want to install, and then click **OK**.

What's the Favorites folder?

Favorites is a folder in which you can store shortcuts to Web pages, *offline favorites*, folders, and files that you frequently use. You can easily open Favorites from the Start menu.

For information about managing Favorites, see Internet Explorer Help.

How do I use My Documents?

My Documents, which is new to your desktop for Windows 98, is the default storage location for documents you create. For example, if you create a Microsoft Excel spreadsheet, Excel saves the spreadsheet in My Documents unless you specify another location.

To change the default storage location for a program's files, see the documentation that came with the program.

What's the Users icon in Control Panel?

You use the new Users icon in Control Panel to view, modify, and delete the user profiles on your computer. User profiles are settings—desktop appearance, Start menu, passwords, and so on—unique to each person using your computer.

How do I start Windows in troubleshooting mode?

You can start your computer in safe mode, a minimal version of Windows useful for troubleshooting hardware and driver problems. If you press CTRL at startup (after power-on tests but before Windows 98 starts), a list of startup choices appears. Safe mode is one of the choices on this list.

In safe mode, Windows 98 uses default settings (VGA monitor, no network connection, a Microsoft Mouse driver, and the minimum device drivers required to start Windows). You won't have access to CD-ROM drives, printers, or other devices. In safe mode you can troubleshoot major problems because you can start Windows, change settings, and then restart Windows to see if the problem has been corrected.

What's IEEE 1394?

IEEE 1394 is a connection standard to allow the control of various hardware—including VCRs, stereos, and so on—through your computer. It's not the same as the *Universal Serial Bus (USB)* standard.

For more information about IEEE 1394 devices see Windows Help.

APPENDIX A

Using a Mouse

A mouse is a hand-held device that controls the movement of a pointer on your screen. You use your mouse to perform tasks on your computer.

Note "Using Your Mouse," an interactive tutorial, may be included in your copy of Windows 98. If it's available, you can find it in the "Computer Essentials" section of the Discover Windows 98 online tutorial. For information about how to open Discover Windows 98, when you finish reading this appendix, see Chapter 1, "Welcome."

As you move the mouse, a *mouse pointer* moves on your screen. When you position the pointer over an object, you can press (click or double-click) the mouse button to perform different actions on the object. For example, you can click to select files, double-click to open and work in files, and click-and-drag to move files. In fact, you'll probably use your mouse for most tasks. The pointer usually appears as an arrow, but it can change shape.

The following sections explain the actions you can perform with your mouse.

Pointing and Clicking

You perform most of the tasks on your computer by pointing at an object on your screen, and then clicking a mouse button. To point to an object, move the mouse until the tip of the mouse pointer is over the item or area you want.

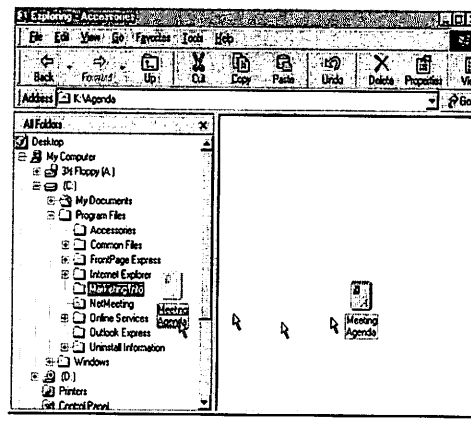
The following table describes common click actions.

Action	Description
	Click: Press and release the left mouse button once.
	Double-click: Quickly press and release the left mouse button twice.
	Right-click: Press and release the right mouse button once. A shortcut menu appears.

You can switch left and right mouse buttons. For more information about using a mouse, see Windows Help.

Dragging

Moving objects on your screen is a lot like moving objects around your desk. For example, clicking and dragging an *icon* is a lot like physically picking up a pencil with your hand and dropping the pencil in a new location. Similarly, to move a screen object, you first position the mouse pointer on the object. Next, you "pick up" the object by pressing and holding down the left mouse button. While you're still holding down the mouse button, move the mouse pointer to where you want to "drop" the object, and then release the mouse button. The following illustration demonstrates dragging a *document* to a *folder*.

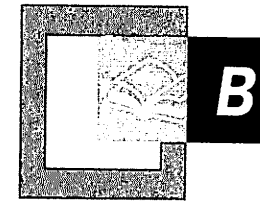


You also drag to select text, such as words in a document or the name of a *file*. To select text, you first insert your cursor (a blinking vertical line) where you want to start the selection. Then you hold down the left mouse button, move the mouse pointer to where you want to end the selection, and release the mouse button.

For more information about dragging files and folders, see Windows Help.

APPENDIX B

Accessibility for People with Disabilities



Microsoft is committed to making its products and services easier for everyone to use. This appendix provides information about the following features, products, and services, which make Windows 98 more accessible for people with disabilities. It includes:

- Microsoft technical support for people who are deaf or hard-of-hearing
- Features in Windows 98 that make using Windows easier for people with motion or hearing disabilities
- Information about other products and services for people with disabilities

The information in this appendix applies only to users who license Microsoft products in the United States. If you obtained this product outside the United States, your package contains a subsidiary information card listing Microsoft support services telephone numbers and addresses. You can contact your subsidiary to find out whether the type of products and services described in this *appendix* are available in your area.

Windows 98 includes more features and customization for people with disabilities than ever before, including:

- **Accessibility wizard** Helps you set Windows options to meet your vision, hearing, and mobility needs.
- **Magnifier application** Allows you to enlarge a portion of your screen display for easier viewing.
- **New high-contrast desktop color schemes** Provide you with more ways to change the appearance of colors, font sizes, and styles on your screen.
- **New higher-visibility mouse pointer schemes** Give you more options to visually help you keep track of the pointer.

Technical Support for Individuals Who Are Deaf or Hard-of-Hearing

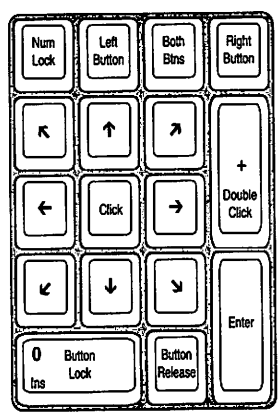
If you're deaf or hard-of-hearing, complete access to Microsoft product and customer services is available through a text telephone (TTY/TDD) service.

You can contact the Microsoft Sales Information Center on a text telephone by dialing (800) 892-5234 between 6:30 A.M. and 5:30 P.M. Pacific time.

For technical assistance in the United States, you can contact Microsoft Technical Support on a text telephone at (425) 635-4948 between 6:00 A.M. and 6:00 P.M. Pacific time, Monday through Friday, excluding holidays. In Canada, dial (905) 568-9641 between 8:00 A.M. and 8:00 P.M. eastern time, Monday through Friday, excluding holidays. Microsoft support services are subject to the prices, terms, and conditions in place at the time the service is used.

Windows Accessibility Features

Windows 98 includes several Accessibility features that enhance your display, sound, mouse, and keyboard settings. For example, if it's difficult for you to use a mouse, you can change the MouseKeys settings so that you can use the numeric keypad to move the *mouse pointer*. The following illustration shows which keys to use.



Before you can start using Accessibility features in Windows 98, you must first install Accessibility tools. Use the following procedures to install Accessibility tools, and then you can run Magnifier or the Accessibility wizard.

▶ To install Accessibility tools

1. Click the **Start** button, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs**, and then click the **Windows Setup** tab.
3. Select **Accessibility**, and then click **Details**.
4. Select the **Accessibility Options** check box, and then click **OK**.
5. Click **OK**, and follow the instructions that appear.

If you upgraded from a previous version of Windows and you had Accessibility options installed, you may need to update these options before you can use the Accessibility features unique to Windows 98.

▶ To update Accessibility options

1. Click the **Start** button, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs**, and then click the **Windows Setup** tab.
3. Clear the **Accessibility** check box, click **OK**, and then follow the instructions that appear.
4. Click the **Start** button, point to **Settings**, and then click **Control Panel**.
5. Double-click **Add/Remove Programs**, and then click the **Windows Setup** tab.
6. Select the **Accessibility** check box, click **OK**, and then follow the instructions that appear on your screen.

▶ To use the Accessibility wizard

1. Click the **Start** button, point to **Programs**, point to **Accessories**, point to **Accessibility**, and then click **Accessibility Wizard**.

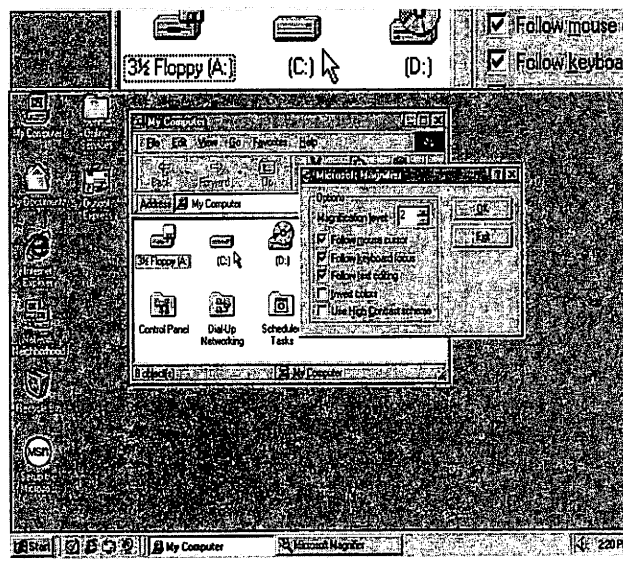
   The Accessibility wizard starts.
2. Follow the instructions in the wizard.

▶ To use the Magnifier

1. Click the **Start** button, point to **Programs**, point to **Accessories**, point to **Accessibility**, and then click **Magnifier**.

   The Magnifier dialog box appears. A separate area at the top of the screen shows an enlarged view of the portion of your screen near your pointer.
2. Select a magnification level and options, and then click **OK**.

   The magnified area remains on your screen until you close the Magnifier dialog box. You can move the magnified area by clicking and dragging it. You can also resize the magnified area by placing your pointer over the horizontal line and dragging up or down.



For more information, look up "accessibility" on the Index tab in Windows Help. For a listing of Accessibility shortcut keys, see "Keyboard Shortcuts," later in this appendix.

Customizing Windows

You can adjust the performance of Windows 98, your mouse, and your keyboard to suit varying vision and motor abilities without adding any additional software or hardware. Application note WN1062 describes the specific methods. If you have a *modem,* you can *download* application notes from the following services:

- `http://www.microsoft.com/enable`
- Microsoft Download Service (MSDL), which you can call at (425) 936-6735 anytime except between 1:00 A.M. and 2:30 A.M. Pacific time. Use the following communications settings.

For this setting	Specify
Baud rate	1200, 2400, 9600, or 14,400
Parity	None
Data bits	8
Stop bits	1

Documentation in More Accessible Formats

The documentation for many Microsoft products is available in alternative formats. If you have difficulty reading or handling printed documentation, you can obtain many Microsoft publications from the following Web site:

`http://microsoft.com/enable/`

You can also obtain Microsoft publications from Recording for the Blind & Dyslexic, Inc. RFB&D distributes these documents to registered, eligible members of their distribution service, either on audio cassettes or on floppy disks. The RFB&D collection contains more than 80,000 titles, including Microsoft product documentation and books from Microsoft Press.

For more information, contact Recording for the Blind & Dyslexic.

Recording for the Blind & Dyslexic, Inc
20 Roszel Road
Princeton, NJ 08540
Phone: (609) 452-0606
Fax: (609) 987-8116
Web: http://www.rfbd.org/

Getting More Accessibility Information

Other products, services, and resources for people with disabilities are available from Microsoft and other organizations. Microsoft provides a catalog of accessibility aids that can be used with any Windows operating system. You can obtain this catalog from our Web site or by phone:

Microsoft Sales Information Center
One Microsoft Way
Redmond, WA 98052-6393
Web: http://microsoft.com/enable/
Voice telephone: (800) 426-9400
Text telephone: (800) 892-5234

For more information on products and services for the Macintosh for people with disabilities, contact:

Disability Solutions
Web: http://www.apple.com/disability/
Voice telephone: (800) 600-7808
Text telephone: (800) 755-0601

The Trace R&D Center at the University of Wisconsin-Madison publishes a database of more than 18,000 products and other information for people with disabilities. The database is available on their Web site. The Trace R&D Center also publishes a book, titled *Trace ResourceBook,* which provides descriptions and photographs of about 2,000 products. To obtain these materials, contact:

Trace R&D Center University of Wisconsin-Madison
5901 Research Park Boulevard
Madison, WI 53719-1252
Web: http://trace.wisc.edu/
Fax: (608) 262-8848

Keyboard Shortcuts

You can use keyboard shortcuts with Windows 98. For more information, look up "shortcut keys" on the Index tab in Windows Help.

Accessibility Shortcut Keys

Before you can use any Accessibility shortcut key, you need to enable it within the Accessibility Options in Control Panel.

To	Press
Switch FilterKeys on and off	RIGHT SHIFT for eight seconds
Switch High Contrast on and off	LEFT ALT+LEFT SHIFT+PRINT SCREEN
Switch MouseKeys on and off	LEFT ALT+LEFT SHIFT+NUM LOCK
Switch StickyKeys on and off	SHIFT five times
Switch ToggleKeys on and off	NUM LOCK for five seconds

General Windows Keys

To quickly open shortcut menus, you can use the APPLICATION key on a Microsoft Natural Keyboard or any other compatible keyboard that includes the APPLICATION key.

To	Press
Activate the menu bar in programs	F10
Carry out the corresponding command on the menu	ALT+underlined letter in menu
Close the current window in Multiple Document Interface (MDI) programs	CTRL+F4

To	Press
Close the current window or quit a program	ALT+F4
Copy	CTRL+C
Cut	CTRL+X
Delete	DELETE
Display Help on the selected dialog box item	F1
Display the current window's system menu	ALT+SPACEBAR
Display the shortcut menu for the selected item	SHIFT+F10
Display the Start menu	CTRL+ESC
Display the system menu for MDI programs	ALT+HYPHEN (-)
Paste	CTRL+V
Switch to the window you last used	ALT+TAB
–Or–	
Switch to another window by holding down ALT while repeatedly pressing TAB	
Undo	CTRL+Z

For the Desktop, My Computer, and Windows Explorer

When an item is selected, you can use the shortcut keys shown in the following table.

To	Press
Bypass AutoPlay when inserting a CD	SHIFT while inserting the CD
Copy a file	CTRL while dragging the file
Create a shortcut	CTRL+SHIFT while dragging the file
Delete an item immediately without placing it in the Recycle Bin	SHIFT+DELETE
Display Find: All Files	F3
Display an item's shortcut menu	APPLICATION KEY
Refresh the contents of a window	F5
Rename an item	F2
Select all items	CTRL+A
View an item's properties	ALT+ENTER or ALT+DOUBLE-CLICK

For My Computer and Windows Explorer Only

To	Press
Close the selected folder and all of its parent folders	SHIFT while clicking the Close button
Move backward to a previous view	ALT+LEFT ARROW
Move forward to a previous view	ALT+RIGHT ARROW
View the folder one level up	BACKSPACE

For Windows Explorer Only

To	Press
Collapse the current selection if it's expanded	LEFT ARROW
–Or–	
Select the parent folder	
Collapse the selected folder	NUM LOCK+MINUS SIGN (-)
Expand the current selection if it's collapsed	RIGHT ARROW
–Or–	
Select the first subfolder	
Expand the selected folder	NUM LOCK+PLUS SIGN (+)

For Dialog Boxes

To	Press
Cancel the current task	ESC
Click the corresponding command	ALT+underlined letter
Click the selected button	ENTER
Move forward through options	TAB
Move backward through options	SHIFT+TAB
Move forward through tabs	CTRL+TAB
Move backward through tabs	CTRL+SHIFT+TAB
Click a button if the current control is a button	SPACEBAR
–Or–	
Select or clear the check box if the current control is a check box	
–Or–	
Click the option if the current control is an option button	
Open a folder one level up if a folder is selected in the Save As or Open dialog box	BACKSPACE
Open Save In or Look In in the Save As or Open dialog box	F4
Refresh the Save As or Open dialog box	F5

For Internet Explorer Only

To	Press
Activate a selected link	ENTER
Display a shortcut menu for a link	SHIFT+F10
Go to a new location	CTRL+O
Go to next page	ALT+RIGHT ARROW
Go to previous page	ALT+LEFT ARROW
Move back between frames	SHIFT+CTRL+TAB
Move back between links	SHIFT+TAB
Move forward between frames	CTRL+TAB
Move forward between links	TAB
Move to the beginning of a document	HOME
Move to the end of a document	END
Open a new window	CTRL+N
Print the current page or active frame	CTRL+P
Refresh the current page	F5
Scroll toward the beginning of a document	UP ARROW
Scroll toward the beginning of a document in larger increments	PAGE UP
Scroll toward the end of a document	DOWN ARROW
Scroll toward the end of a document in larger increments	PAGE DOWN
Stop downloading a page	ESC

Glossary

This glossary defines technical terms and concepts. In each chapter, glossary terms are *italicized* at first mention.

A

Active Desktop A feature you use to make Web pages your desktop wallpaper. *See also* wallpaper.

ActiveX A Microsoft technology that provides interactive content on Web pages.

address The location of a file. You can use addresses to find files on the Internet and your computer. Internet addresses are also known as URLs. *See also* Address Bar.

Address Bar A method of opening files that are on the Internet or your computer. When you type an address in the Address Bar, you open the file at that address. *See also* AutoComplete.

application *See* program.

arrow *See* pointer.

AutoComplete A feature in the Address Bar. When you begin typing a previously used address, this feature finishes it as you type.

B

bitmap A type of file used for pictures.

browse To navigate the Internet or the contents of your computer.

browser *See* Web browsing software.

C

cache A folder that temporarily stores files on your computer.

CD-ROM (compact disc read-only memory) A high-capacity form of storage, also called a compact disc or CD. You must have a CD-ROM drive to use these discs. CD-ROMs don't allow users to store information.

Classic style A desktop display option that resembles the Windows 95 desktop.

client A computer that connects to another, central computer called a server. A client computer uses files, printers, and other resources shared by the server. *See also* server.

content provider A business that uses the Internet to supply you with information such as news, weather, business reports, and entertainment.

Control Panel A group of tools you use to change hardware and software settings.

D

default A predefined setting. For example, the double-click option is the default setting in Microsoft Windows 98.

defragmentation The process of rewriting a file to adjacent sections of a hard disk. Over time, parts of the same file can become fragmented—that is, spread over different areas on a hard disk. Fragmentation causes slower disk speed. Windows 98 includes the Disk Defragmenter, which may help improve disk performance. *See also* file allocation table (FAT).

desktop Your workspace on the computer screen. *See also* Active Desktop.

dialog box A window in which you provide information to a program.

Dial-Up Networking A feature that allows you to use a phone line and modem to connect to another computer.

disk drive Hardware on which you can store files. Disk drives are assigned a letter. For example, most users store their files on their hard disk, which is typically labeled "C".

document A file you create when you save your work in a program. Examples of documents include word-processing files, spreadsheets, and bitmaps.

domain A group of networked computers that share information and resources.

download To copy files from one computer to another computer by using a modem or a network connection. For example, you download files from the Web to your hard disk.

drive *See* disk drive.

driver Software that the operating system uses to control a specific piece of hardware.

DVD A high-capacity compact disc. This disc can store enough data for a full-length movie. You must have a DVD disc drive or player to use DVD discs.

E

electronic mail *See* e-mail.

e-mail Electronic messages sent over the Internet or a network. E-mail can contain both text and files.

Explorer Bar A pane that opens on the left side of windows, such as when you click the Search button or Favorites button.

F

Favorite A link to a favorite Web page.

file A program or document stored on a disk.

file allocation table (FAT) A method used by operating systems to keep track of where files are stored on a hard disk. *See also* defragmentation; file system.

file system The overall structure in which files are named, stored, and organized by the operating system. For example, MS-DOS and earlier versions of Windows use the FAT16 file system. Windows 98 can use the FAT16 or FAT32 file system.

folder A location in which you can store files and other folders.

H

HTML (Hypertext Markup Language) The language used to create Web pages. You must use Web browsing software to view HTML documents. *See also* Web page.

home page The introductory page of a Web site. The home page typically contains links to other pages in the site.

Hypertext Markup Language *See* HTML.

hyperlink *See* link.

I

icon A picture representing a program, disk drive, file, folder, or other item.

Internet A worldwide network of computers. If you have access to the Internet, you can retrieve information from millions of sources, including schools, governments, businesses, and individuals. *See also* World Wide Web.

Internet address *See* address.

Internet service provider (ISP) A company or organization that provides Internet access, usually for a fee. Generally, you use your modem to connect to your ISP.

intranet A private network within an organization. An intranet can be connected to the Internet.

J

jump To move from one Web page to another.

L

LAN *See* local area network (LAN).

link Text or a picture that you click to jump from one location to another. The mouse pointer usually changes to a hand when positioned over a link.

local area network (LAN) A group of connected computers in the same location.

log on To identify yourself and gain access to a computer. To log on, you typically type a user name and a password.

M

menu A list of commands that appears at the top of most windows.

modem Hardware that transmits data from one computer to another, often across phone lines. *See also* Dial-Up Networking.

mouse pointer An icon, typically an arrow, that appears on your screen and is controlled by the movement of the mouse. You use the mouse pointer to work with menus, icons, links, and other screen objects.

multimedia Any combination of text, pictures, sound, and video.

My Computer A feature you can use to manage files stored on your computer or network drives. You can also gain access to system tools from My Computer. The My Computer icon appears on your desktop.

N

network Two or more connected computers. Networks are used for sharing resources such as documents, programs, and printers. *See also* workgroup.

network card Hardware that you insert in a computer to connect the computer to a network.

O

offline Not connected to a network or the Internet.

offline favorite
A link that opens a favorite Web page without connecting to the Internet. You can schedule offline favorites to be updated regularly with new content.

offline reading
To view a Web page without being connected to the Internet. You can download the page to your hard disk, disconnect from a network or the Internet, and read the material later.

online service An Internet service that provides a wide range of content to its subscribers, including Internet access.

operating system Software, such as Windows 98, that runs your computer. An operating system controls programs and hardware.

P

path The means of navigating to a specific location on a computer or network. A path can include a computer name, disk drive label, folder names, and a file name.

pointer *See* mouse pointer.

profile A collection of Windows settings for a specific user. Profile information includes user settings such as color schemes, screen savers, and desktop backgrounds, so that multiple users can retain their own preferences.

program A group of instructions your computer uses to perform specific tasks. For example, Microsoft Word is a word-processing program. Programs are also called applications.

protocol A set of rules computers use to communicate with each other over a network.

R

refresh
To redisplay the contents of a Web page or window.

remote user
A person who connects to a network by using a modem and Dial-Up Networking.

right-click To click an item by using the secondary mouse button, which is typically the right button. You can display a shortcut menu by right-clicking an item.

S

search engine A tool that searches the Web for information you want to find. You can click the Search button in any window to display a list of Web-based search engines.

server A computer that controls users' access to a network. A server stores and controls shared resources that can be used by other computers, called clients. *See also* client.

shortcut An icon that links to a file or folder. When you double-click a shortcut, the original item opens.

shortcut menu The menu that appears when you right-click an object.

shut down To use the Shut Down command, which prepares the computer to be turned off or restarted.

synchronize With regard to offline favorites, to ensure that the files on your hard disk are the latest version. *See also* offline favorite.

T

taskbar A tool you use to open programs and navigate your computer. Usually positioned at the bottom of your screen, the taskbar contains the Start button, toolbars, a clock, and other features.

toolbar A set of buttons you click to perform common tasks.

ToolTip A brief description of a screen object. ToolTips appear when you position the mouse pointer over objects.

U

Universal Serial Bus (USB) A hardware standard for external device connections (such as a mouse, modems, game controllers, and keyboards). USB supports Plug and Play installation so that you can easily add new devices to your computer without having to add an adapter card or shut down.

URL (Uniform Resource Locator)
See address.

V

VRML (virtual reality modeling language)
A language used to create 3-D interactive Web graphics, similar to those found in some video games, where the user can "move around" within a graphic image and interact with the objects.

W

wallpaper
The background on your desktop. You can select a background from bitmaps and HTML documents included in Windows 98, or you can choose from your own files.

Web *See* World Wide Web.

Web browsing software Software you use to explore the World Wide Web, HTML documents, and other information sources. Internet Explorer is the Web browsing software included with Windows 98.

Web page A location on the World Wide Web, usually a part of a Web site. The term "Web page" is sometimes used to describe any HTML document.

Web site A group of related Web pages.

Web style A desktop display option. In Web style, you can navigate your computer by using such Web conventions as single-clicking.

window The rectangular portion of your screen that displays an open program or the contents of a folder or disk. You can have multiple windows open at the same time.

Windows Explorer A feature you can use to view the contents of your computer and network drives in a hierarchical structure.

wizard A tool that walks you through the steps of a complex task.

workgroup A set of networked computers that typically share the same resources, such as printers. A network can be comprised of many workgroups. *See also* network.

World Wide Web (the Web) The graphical, multimedia portion of the Internet. The Web is comprised of millions of Web pages. To explore the Web, you use Web browsing software. *See also* Internet, Web page.

Index

A

Accessibility
  additional information 107
  dialog boxes 109
  features 104
  hearing-impaired users 103
  Internet Explorer 109
  keyboard customization 106
  My Computer 109
  options 108
  people with disabilities 103
  Recording for the Blind and Dyslexic, Inc. 107
  shortcut menus 108
  Windows Explorer 109
Accessibility wizard 103
Accounts, e-mail 71
Active Desktop
  adding items 58
  hiding 96
  refreshing 58
  using 56
  viewing 58
Add Printer wizard 93
Add/Remove Programs
  described 38
  uninstalling Windows 98 79
Adding Active Desktop items 58
Adding browsing tools 52
Adding components 38
Adding programs 38
Advanced issues, Windows 98 73
Anti-virus software, converting to FAT32 81
APPLICATION key 108

B

Backgrounds, adding to windows 59
Backing up
  after installing Windows 98 77
  before installing Windows 98 23, 75
  operating system considerations 75
  restoring previous operating systems 79
  Windows 3.x 75
  Windows 95 76
Backup
  after installing Windows 98 77
  before installing Windows 98 23, 75
  installing 75, 76, 77
  operating system considerations 75
  Windows 3.x 75
  Windows 95 76
Before you begin 23
Blind users *See* Accessibility
Browsing
  changing double-click to single-click 96
  customizing 51
  toolbars 52
  tools, adding 52
  Web integration 10
  Web pages 71
Buttons
  navigating Web pages 71
  window control buttons 20

C

Changing default printers 94
Changing Internet protocols 92
Changing passwords 29
Changing setup options 27
Classic style
  described 48
  selecting 50
  working in 50
Clicking
  changing double-click to single-click 96
  described 100
Clients, network connections 86
Clusters, hard disk performance 80
Components
  adding 38
  removing 38
Compression Agent 75
Configuring Internet connections 92
Configuring network connections 86
Connections
  configuring Internet connections 92
  creating 90
  Internet connections 69, 70
  manually logging onto ISPs 93
  networks 86

Connections *(Continued)*
opening terminal windows 93
sharing printers 93
Welcome to Windows 98 screen 32
Control buttons, windows 20
Conventions in this documentation vii
Converting to FAT32 81
Copying files 43
Copying folders 43
Creating connections 90
Creating folders 41
Creating shortcuts to files 44
Creating Startup Disks 78
CSLIP, changing Internet protocols 92
Custom style
described 48
selecting 51
Customizing browsing options 51
Customizing Desktop
described 47
multiple users 64
options 96
setting up profiles 64
Customizing setup options 27
Customizing Start menu 65
Customizing Taskbar 65
Customizing Windows 98 viii
Customizing Windows 98 keyboard 106

D

Deaf users *See* Accessibility
Defaults
FAT16 79
printers 94
setup options 27
Defragmenting hard disks 82
Deleting components 38
Deleting files 45
Deleting folders 45
Deleting programs 38
Deselecting setup options 27
Desktop
customizing 47
customizing, multiple users 64
described 31
differences in looks or responses viii
FAQ 96
keyboard shortcuts 109
navigating 33
options 96
overview 31
personalizing 63
Desktop *(Continued)*
setting up profiles 64
styles, choosing 48
Web content on 56
Windows 98 enhancements 12
Determining default printers 94
Dialog boxes, Accessibility support 109
Dial-up Networking
changing Internet protocols 92
configuring Internet connections 92
described 83
entering DNS address manually 93
entering IP address manually 92
installing 90
manually logging onto ISPs 93
Dial-Up Networking wizard 90
Disabled users
dialog boxes 109
Internet Explorer 109
keyboard customization 106
keyboard shortcuts 108, 109
My Computer 109
product support 107
Recording for the Blind and Dyslexic, Inc. 107
shortcut menus 108
support 103
Windows Explorer 109
Discover Windows 98 tutorial 3, 8, 27, 32, 99
Disk Cleanup 75
Disk Defragmenter 75, 82
Display control panel 63
Displaying Explorer Bars 55
Displaying folders as Web pages 59
Displaying toolbars 53
Displaying Web content in Windows 59
DNS addresses, entering manually 93
Documentation
illustration variations viii
Microsoft Press books, kits 7
navigating vii
online 6
Recording for the Blind and Dyslexic, Inc. 107
Documents
dragging 101
printing 94
Domain names, logging on networks 29
Double-clicking
changing to single-click 96
described 100
Dragging
described 101
documents 101
files 101

Dragging *(Continued)*
folders 101
icons 101
text 101
Drive Converter wizard 81
Drives, navigating 35, 36, 37
DriveSpace 3 75
Dual-boot machines, converting to FAT32 81
DVD
setup options 27
Windows 98 enhancements 14
Dyslexic users *See* Accessibility

E

E-mail, setting up accounts 71
Emptying Recycle Bin 45
Entering DNS address manually 93
Entering IP address manually 92
Explorer Bars
displaying 55
using 54
Exploring the Internet 71

F

FAQ
desktop options 96
general issues 97
Internet 97
overview 95
printing 95
FAT16
converting to FAT32 81
default 79
vs. FAT32 80
FAT32
converting to 81
using 79
vs. FAT16 80
Favorites
folder, FAQ 97
offline favorites 60, 61
File names, size limit 41
Files
backing up 75, 76, 77
copying 43
deleting 45
dragging 101
finding 41
frequently used 43
managing 40
moving to My Documents 44
Files *(Continued)*
opening 42
renaming 42
shortcuts 44
storing in folders 41
Find command 41
Finding files 41
Finding folders 41
Finding information in this document vii
Folders
backing up 75, 76, 77
copying 43
creating 41
deleting 45
displaying as Web pages 59
dragging 101
finding 41
frequently used 43
managing 40
navigating 35, 36, 37
opening 42
renaming 42
sharing 87
Frequently asked questions
desktop options 96
general issues 97
Internet 97
overview 95
printing 95
Frequently used files, folders 43

G

Games, FAQ 97
Getting around in this book vii
Getting started 23

H

Handicapped users
dialog boxes 109
Internet Explorer 109
keyboard customization 106
keyboard shortcuts 108, 109
My Computer 109
product support 107
Recording for the Blind and Dyslexic, Inc. 107
shortcut menus 108
support 103
Windows Explorer 109
Hard disks
compression, uninstalling Windows 98 79
converting to FAT32 81

Hard disks *(Continued)*
defragmenting 82
improving performance by defragmenting 82
maintaining 75
partitioning 80
viewing, My Computer 36
viewing, Network Neighborhood 37
viewing, Windows Explorer 36
Hard-of-hearing users *See* Accessibility
Hardware Compatibility List 7, 24
Hardware, Windows 98 enhancements 16
Hearing-impaired users *See* Accessibility
Help, Windows 98 4
Hibernate features, converting to FAT32 81
Hiding Active Desktop 58, 96
Home networks 83
How to use this book vii

I

Icons
dragging 101
My Computer 35
ICS 83
IEEE 1394, FAQ 97
Illustrations, variations viii
Improving performance by defragmenting 82
Installing Accessibility tools 104
Installing Backup 75, 76, 77
Installing components 38
Installing Dial-Up Networking 90
Installing programs 38
Installing Windows 98
described 23
options 27
uninstalling 79
Internet
basics 68
changing protocols 92
configuring connections 92
connections 69, 70
entering DNS address manually 93
entering IP address manually 92
exploring 71
FAQ 97
introduction 68
tutorial 71
Internet Connection Sharing 83
Internet Connection wizard 69, 70, 71
Internet Explorer 109
Internet Explorer Web tutorial 71
IP addresses 92
ISPs 93

J

Jumping to Web pages 71

K

Keyboard customization, accessibility 106
Keyboard shortcuts, accessibility 106, 108, 109

L

Logging on
ISPs, manually 93
networks 29
Windows 98 29

M

Magnifier 103, 105
Maintenance wizard 75
Managing files 40
Managing folders 40
Manually logging onto ISPs 93
Menu shortcuts, accessibility 108
Microsoft Hardware Compatibility List Web page 77
Microsoft Press books, kits 7
MMX, Windows 98 enhancements 14
Modems, Internet connections 70
Monitors, multiple
using 66
Windows 98 enhancements 16
Mouse 99
Mouse pointer 99
MouseKeys 104
Moving files 43
Moving folders 43
MS-DOS prompt 19
Multimedia, Windows 98 enhancements 14
Multiple monitors
using 66
Windows 98 enhancements 16
Multiple users, customizing Desktop 64
My Computer
Accessibility support 109
icons 35
keyboard shortcuts 109
navigating 33, 35
viewing hard disks 36

My Documents
FAQ 97
moving files to 44

N

Naming files 42
Naming folders 42
Navigating
computers 33
My Computer 33, 35
Network Neighborhood 37
Start button 33
Taskbar 33
this book vii
Web 71
Windows 98 1
Windows Explorer 33, 36
Net Meeting 17
Network Neighborhood, navigating 37
Networks
connections 86
home networks 83
Internet connections 70
introduction 83
logging on 29
navigating, Network Neighborhood 37
sharing folders 87
sharing printers 87, 93
New to Windows 98 8

O

Offline favorites
setting up 60
synchronizing 61
Offline reading, Web content 59
Online documentation 6
OnNow power management 16
Opening Display control panel 63
Opening files 42
Opening folders 42
Opening MS-DOS windows 19
Opening programs 39
Opening shortcut menus 108
Opening terminal windows 93
Options
Accessibility 108
desktop 96
Internet connections 70
setup options 27
Organizing documents 40
Organizing files in folders 41
Organizing programs 40
Outlook Express 71

P

Partitioning disks 80
Passwords
logging on Windows 98 29
sharing folders 87
sharing printers 87
PCI graphics adapters 66
People with disabilities
dialog boxes 109
Internet Explorer 109
keyboard customization 106
keyboard shortcuts 108, 109
My Computer 109
product support 107
Recording for the Blind and Dyslexic, Inc. 107
shortcut menus 108
support 103
Windows Explorer 109
Performance
FAT32 vs. FAT16 80
improving 32
improving by defragmenting 82
Maintenance wizard 75
Windows 98 2
Periodic maintenance, performance 75
Permissions
sharing folders 87
sharing printers 87
Personalizing Desktop 63
Pointing devices 99, 100
Ports, setting up printers 93
PPP, changing Internet protocols 92
Printers
defaults 94
setting up 93
sharing 87
Printers folder, viewing 93
Printing
Add Printer wizard 93
documents 94
FAQ 95
Product support
frequently asked questions 95
hearing-impaired users 103
keyboard customization 106
people with disabilities 103, 107, 108, 109
Recording for the Blind and Dyslexic, Inc. 107

Profiles
described 64
setting up 64
Programs
adding 38
quitting 39
removing 38
starting 39
Protocols
changing Internet protocols 92
defined 86

Q

Quitting programs 39

R

Reading Web content offline 59
Recording for the Blind and Dyslexic, Inc. 107
Recycle Bin 45
Refreshing Active Desktop 58
Refreshing Web pages 71
Registering Windows 98 30, 32
Reliability
Windows 98 2
Windows 98 enhancements 15
Removable disks, converting to FAT32 81
Removing components 38
Removing programs 38
Renaming files 42
Renaming folders 42
Resources, Windows 98 3, 6
Restoring files 45
Restoring folders 45
Restoring previous operating systems 79
Right-clicking 100
Running Setup 24

S

ScanDisk 75
Screen, differences in looks or responses viii
Scripts, logging onto ISPs 93
Search engines, using Explorer Bar 54
Searching for files, folders 41
Searching, Windows 98 enhancements 13
Secondary mouse button, right-clicking 100
Security, logging on Windows 98 29
Selecting Classic style 50
Selecting Custom styles 51
Selecting setup options 27
Selecting Web style 49
Servers, network connections 86
Setting default printers 94
Setting Internet connection options 70
Setting up
e-mail accounts 71
multiple monitors 66
new installation 26
printers 93
Startup Disks 78
upgrading from Windows 3.x 25
upgrading from Windows 95 25
user profiles 64
Windows 98 23
Setup
options 27
running 24
Setup wizard 23, 27
Setup.txt 23
Share-level control 87
Sharing folders 87
Sharing printers 87
Sharing printers on networks 93
Shortcut menus 108
Shortcuts, creating 44
Showing Active Desktop 58
Shut Down command 46
Shutting down computers 46
Sight-impaired users *See* Accessibility
Single-click, changing to 96
SLIP, changing Internet protocols 92
Start button, navigating 33
Start menu, customizing 65
Starting Accessibility wizard 105
Starting Magnifier 105
Starting programs 39
Startup Disks, creating 78
Stopping programs 39
Storing documents 40
Storing files in folders 41
Storing programs 40
Styles, Desktop 48
Support Online Web site 74
Surfing the Net 71
Switching to Outlook Express 71
Synchronizing offline favorites 61
System requirements 23

T

Taskbar
customizing 65
displaying toolbars 53
navigating 33

TDD, product support 103
Technical support
  frequently asked questions 95
  hearing-impaired users 103
  keyboard customization 106
  people with disabilities 103, 107, 108, 109
  Recording for the Blind and Dyslexic, Inc. 107
Terminal Screen, opening terminal windows 93
Text, dragging 101
Toolbars
  displaying 53
  navigating Web pages 71
  using 52
Troubleshooting
  overview 74
  Windows 98 6
  Windows 98 enhancements 15
TT, product support 103
Turning off computers 46
Tutorials
  Discover Windows 98 tutorial 3, 27, 32, 99
  Internet Explorer Web tutorial 71
  Using Your Mouse tutorial 99

U

Undeleting files 45
Undeleting folders 45
Uninstalling components 38
Uninstalling programs 38
Uninstalling Windows 98 79
Updating Accessibility options 105
Updating Web content offline 59
Upgrading from Windows 3.x 25
Upgrading to Windows 98 25
URLs 68
User-level control 87
Users
  sharing folders 87
  sharing printers 87
Using this book vii
Using Your Mouse tutorial 99

V

Variations in illustrations viii
Viewing Active Desktop 58
Viewing files 42
Viewing folders 42
Viewing hard disks
  My Computer 36
  Network Neighborhood 37
  Windows Explorer 36
Viewing Printers folder 93
Viewing setup options 27
Views, differences in looks or responses viii
Vision-impaired users *See* Accessibility

W

Wallpaper, Web content as 96
Web
  background for Windows 59
  basics 68
  changing protocols 92
  configuring connections 92
  connections 69, 70
  content, displaying in Windows 59
  contents to Desktop 56
  entering DNS address manually 93
  entering IP address manually 92
  exploring 71
  FAQ 97
  integration 2, 10
  introduction 68
  reading content offline 59
  tutorial 71
Web pages
  as offline favorites 60
  folders as 59
  introduction 68
  synchronizing offline favorites 61
  using as background 10
Web sites
  Accessibility assistance 107
  introduction 68
  Microsoft Hardware Compatibility List 7, 77
  Microsoft Press 7
  navigating 71
  Support online Web 6
  Windows 98 6
  Windows troubleshooters 74
  Windows Update 7
Web style
  described 48
  selecting 49
  working in 48
Welcome to Windows 98 screen 32
Windows
  adding backgrounds 59
  control buttons 20
  displaying toolbars 53
  displaying Web content 59
Windows 3.x
  backing up 75
  new features for Windows 98 18
  upgrading from 25

Windows 95
backing up 75, 76
making Windows 98 look like Windows 95 96
new since Windows 95 9
upgrading from 25
Windows 98
advanced issues 73
backing up files 75, 77
conventions vii
desktop emulation of Windows 95 96
differences in looks or responses viii
Help 4
Internet enhancements 17
introduction 1
logging on 29
navigating 1
new installation 26
new since Windows 3.x 18
new since Windows 95 9
new to Windows 8
overview 1
performance 2
previous users 8
registering 30
reliability 2
resources 3, 6
setting up 23
setup options 27
shutting down 46
Support online Web sites 6
system requirements 23
troubleshooting 6
uninstalling 79
upgrading from Windows 3.x 25
upgrading from Windows 95 25
Web integration 2
Web sites 6
Windows 98 Setup wizard 25, 26
Windows Explorer
Accessibility support 109
keyboard shortcuts 109
navigating 33, 36
Windows Media Player, Windows 98 enhancements 14
Windows Update Web site 7
Wizards
Accessibility wizard 103, 105
Add Printer wizard 93
Dial-Up Networking wizard 90
Drive Converter wizard 81
Internet Connection wizard 69, 70, 71
Maintenance wizard 75
Setup wizard 23, 27
Windows 98 Setup wizard 25, 26

IS IT GENUINE? If you believe the Certificate of Authenticity label or the Microsoft software you obtained with your system is not legally licensed and/or may be counterfeit, please e-mail Microsoft at piracy@microsoft.com

NOTICE: The PC manufacturer is required to attach the Certificate of Authenticity label to the computer system prior to delivery.

The authenticity of the certificate can be verified by the holographic security thread interwoven into the label, revealing the words "Microsoft" and "Genuine" interchangeably.

The Certificate of Authenticity label has been removed by your PC manufacturer and should be attached to your PC.

This software is subject to the terms and conditions described in the End-User License Agreement (EULA) located in either the product documentation or online within the software product. By using the software product, you indicate that you have read and accepte the terms of the EULA.

1199 Part No. X05-31167

Microsoft